

Souhegan High School Community Council By-Laws

Article I - Name

The name of this organization shall be the Souhegan High School Community Council.

Article II - Purpose

The purpose of the Community Council is to govern all school affairs, consistent with Souhegan Cooperative School Board policy, state policy, and administrative regulations established with the Superintendent of Schools. The Community Council shall serve as a link between the students and faculty/staff of Souhegan High School; the Souhegan Cooperative School Board; and the communities of Amherst and Mont Vernon.

Article III – Authority

The authority of the Community Council is derived from and delegated by the Souhegan Cooperative School Board. The Community Council shall operate under the guidelines set forth in the Community Council By-Laws. The Community Council is entitled to act on and make decisions and create procedures on issues of importance to the Souhegan community. If the Community Council disagrees with a decision made by any of the parties listed in Article II, the Community Council has the right to discuss the decision with that party.

Article IV – Membership

The Community Council shall consist of forty-seven (47) voting members and 1 non-voting member (the Moderator). The term of membership shall be from July 1st to June 30th for all voting members. The term for the new moderator shall be determined by the existing Executive Council when they set the calendar. Adults on the Community Council shall serve as associate members and therefore shall not be able to run for Community Council offices (Moderator, Clerk, Treasurer, Communicator, School Board Representative). The breakdown of the Community Council positions is as follows:

Ninth Grade Representatives	5
Tenth Grade Representatives	5
Eleventh Grade Representatives	5
Twelfth Grade Representatives	5
Faculty/Staff Representatives	10
(CC advisor is included and automatically a member)	
Dean of Students' Seat	1
Community Representatives	5
(Town representation to closely reflect school population)	
School Board Member	1
At-Large Representatives	10
(Students, faculty/staff, and/or members of the community)	

- A. Candidates for Grade Representative must obtain twenty-five signatures from the corresponding grade. Candidates who do so successfully shall be given a reasonable amount of time to campaign. An assembly shall be held for each grade where each candidate shall be introduced and will be asked questions by the meeting facilitator at the discretion of the executive council. It will be left to the executive council to decide whether questions should be previewed by the candidates. Candidates shall give a brief speech, and grade members shall vote on Election Day. The five candidates in each of the four grades who receive the most votes shall be awarded Grade Representative positions. If a newly elected Representative cannot serve, the candidate who received the next highest amount of votes will be the grade representative. The election process shall be reviewed periodically. The names of the candidates will be placed on a ballot along with a blank space for write-in candidates. Write-in candidates can win the class election and must accept the next highest number of votes will take the position.

- B. Candidates for At-Large Representative must submit an application to the Community Council the Friday after the Freshmen elections. Candidates must give a speech to the Community Council or in the rare event a candidate cannot attend, give a written statement to be read by a representative. Candidates are then subject to questioning by the Council. Before the voting takes place the Council will discuss the candidates. The Community Council will then vote. At-large members may be students, faculty/staff, and/or members of the Souhegan, Amherst, and/or Mont Vernon communities. The ten candidates who receive the most votes shall be awarded At-Large Representative positions. Executive positions may only be held by those Council members who have already been elected to Council for the following school year and therefore cannot obtain an at-large position.

- C. The School Board Member position shall be held by a current Souhegan Cooperative School Board member and shall be selected in a manner that is determined by the Souhegan Cooperative School Board.

- D. Candidates for Community Representative must submit a letter of interest to the Souhegan Cooperative School Board. The Souhegan Cooperative School Board shall select five Community Representatives. Amherst versus Mont Vernon representation amongst Community Representatives shall closely reflect the student population of Souhegan High School. When a vacancy occurs, it shall be posted on the school website and in local newspapers. Community members shall serve a one-year term that is renewable with the approval of the Souhegan Cooperative School Board.

- E. The Faculty/Staff Representatives shall be selected in a manner that is determined by the faculty/staff.

- F. All elections/selections shall take place in the spring of each school year, with the exceptions of Ninth Grade Representative, At-Large Representative elections, and faculty which shall take place in the Fall of each school year.

Article V – Removals, Vacancies, and Attendance

- A. A Community Council member may be removed from the Community Council for the following reasons:
1. An unacceptable number of absences. All Community Council members must abide by the Attendance Policy. [See Article V - E]
 2. Unacceptable conduct (conduct that is not in keeping with the standards of the Souhegan community).
 3. Not fulfilling a job for which that Community Council member is responsible.
- B. Once the Community Council has been informed of an infraction listed in Part A of Article V, the Executive Council shall have a discussion and determine whether the Community Council member in question will remain on Council. If the member is removed from council the Executive Council's decision will be automatically reviewed by the Community Review Board to ensure fairness.
- C. An Executive Council member may be removed from the Executive Council for the following reasons:
1. An unacceptable number of absences from Executive Council meetings.
 2. Unacceptable conduct (conduct that is not in keeping with the standards of the Souhegan community).
 3. Not fulfilling a job for which that Executive Council member is responsible.
 4. A petition by a Community Council member can be submitted to the Executive Council with the support of at least 10 other Community Council members requesting discussion for removal. The Executive Member in question will be suspended from all duties related to Community Council. There will be two Community Council discussions regarding the petition for removal. The Executive member in question will be absent from the first meeting but present for the second in order to respond to the petitioners. If removed from Executive Council by a 2/3 vote he/she will retain his/her original seat on Community Council. A replacement for that position will be voted on by the Community Council.
- D. In the event that a Community Council member must be removed, that Community Council member shall be replaced by the candidate with the next highest number of votes for that respective position. If the removed Community Council member is a student, Student Services shall be notified, and that student shall not be allowed to put Community Council (for the year of removal) on his/her transcript, resume for college, or any other type of award/recognition.
- E. A Community Council member who earns two unexcused absences within one trimester shall receive a warning from the Executive Council. A Community Council member who earns three unexcused absences within one trimester shall be removed from the Community Council. An unexcused absence is one that has not been notified to the Moderator or Clerk

prior to the missed meeting. In the event of an emergency, an unexcused absence may be excused after the missed meeting with a simple majority vote by the Executive Council.

Article VI – Executive Council

Members of Executive Council shall serve a one-year term. Nomination and election of Moderator shall take place prior to Community Council elections in the spring. Nomination and elections for Clerk, Treasurer, Communicator and School Board Representative shall take place after the Community Council elections in the spring. Executive positions with the exception of moderator may only be held by those council members who have already been elected to Council for the following school year. Newly elected Community Council members are eligible for these positions; however the current Council shall nominate and vote. Nomination and election the remaining Executive Council members shall be held in the Fall, after At-Large elections.

A. The Executive Council shall consist of a:

- Moderator
- Clerk
- Treasurer
- School Board Representative
- Communicator
- Other student member of the Community Council – elected by Community Council
- Dean of Students
- Faculty/Staff Representative – elected by Community Council
- Community Council Advisor

B. The Executive Council shall meet prior to Community Council meetings in order to conduct all administrative duties including but not limited to: setting the agenda, deciding which committees shall be formed, continued, or disbanded, establishing the Community Council’s calendar for the year and more.

C. Members of the Executive Council shall participate in all Community Council meetings and serve on Committees.

D. The Executive Council shall have the right to make emergency decisions on issues that require a decision before a Community Council meeting is able to be called. The Moderator, as in Community Council meetings, shall not have a vote. In the event of a tie, the moderator shall vote to break the tie.

Article VII– Moderator

A. A Moderator shall be elected by the Community Council for the purpose of running all meetings, planning the agendas for all meetings, and interpreting the Community Council By-Laws. The Moderator shall also be a member of the Executive Council.

- B. The Moderator shall serve a one-year term and shall be a student member. Candidates for Moderator must first be nominated by another Community Council member. Candidates must have been members of the Community Council for at least one year (prior to the term for which they are running) in order to be eligible for Moderator. Candidates shall give a speech to the Community Council. The Community Council shall vote for the Moderator prior to the Community Council elections in the Spring.
- C. The Moderator shall be a non-voting member. The Moderator shall vote only in the event of a tie, in which case the Moderator shall vote to break the tie.
- D. In the event of a question concerning the Moderator's interpretation of the Community Council By-Laws, a motion may be made to the Community Council to vote for a review. If the vote for a review passes with a simple majority, the question shall be brought to the full Community Council for review. A discussion will follow with Community Council and a vote will be taken on the interpretation. The clerk will preside during the discussion and vote.
- E. If a proposal is brought forth by the Moderator, the Moderator shall not preside during those discussions. The Clerk shall replace the Moderator for those proceedings. If the Clerk is absent the Treasurer will preside.
- F. In the event that the Moderator is absent or presenting a proposal, then the acting Moderator shall not have a vote. If the Moderator is not presiding then he/she will have a vote.

Article VIII – Clerk

- A. The Clerk shall be elected by the Community Council for the purpose of taking minutes and recording attendance at all meetings. The Clerk shall also be a member of the Executive Council.
- B. The Clerk shall serve a one-year term and shall be a student member of the Community Council. Candidates for Clerk must first be nominated by another Community Council member. Candidates shall give a speech to the Community Council. The Community Council shall vote for the Clerk after the Community Council elections in the spring. Newly elected members are eligible to run for Clerk, however the current Council will nominate and vote.
- C. The Clerk shall forward the minutes of all meetings to all Community Council and Souhegan Cooperative School Board members, Souhegan Administration, and the Superintendent of Schools.
- D. The Clerk shall maintain Community Council records.
- E. In the event that the Moderator is not present, the Clerk shall run the meeting.

Article IX– Treasurer

- A. The Treasurer shall be elected by the Community Council for the purpose of maintaining and reporting at each meeting the finances of the Community Council. The Treasurer shall serve on the Executive Council and will chair the Funds Committee.
- B. The Community Council is a non-profit organization and shall raise and distribute funds only to programs and items related solely to the school and its functions.
- C. The Treasurer shall serve a one-year term and shall be a student member of the Community Council. Candidates for Treasurer must first be nominated by another Community Council member. Candidates shall give a speech to the Community Council. The Community Council shall vote for the Treasurer after the Community Council elections in the spring. Newly elected members are eligible to run for Treasurer, however, the current Council will nominate and vote.
- D. In the event that the Moderator and Clerk are not present, the Treasurer shall run the meeting.

Article X – School Board Representative

- A. The School Board Representative shall be elected by the Community Council to serve as a non-voting member of the Souhegan Cooperative School Board and shall be a student member of the Community Council.
- B. The School Board Representative shall serve a one-year term and also serve on Executive Council. Candidates for School Board Representative must be either a junior or a senior for the term he/she will serve. Candidates must have been members of the Community Council for at least one year (prior to the term for which they are running) in order to be eligible for School Board Representative. The election shall take place after the Community Council elections in the Spring.
- C. The School Board Representative shall attend all meetings of the Souhegan Cooperative School Board, Executive Council, and the Community Council. The role of the School Board Representative is to insure communication between both parties. The School Board Representative shall be present for the duration of the School Board meeting. In the event that the School Board Representative is unable to attend it will be his or her responsibility to find a replacement from the Community Council student membership.

Article XI – Communicator

- A. One Communicator shall be elected by the Council for the purpose of communicating all Community Council business to the communities of Souhegan High School, Amherst, and Mont Vernon. The Communicator shall serve a one-year term and shall be a student member of the Community Council. The Communicator shall serve on the Executive Council, and

will chair the Communications Committee. Candidates for Communicator must first be nominated by another Community Council member. Candidates shall give a speech to the Community Council. The Community Council shall vote for the Communicator in the spring following the Community Council elections in the spring.

- B. The Communicator shall share meeting minutes and advertise any upcoming Community Council events including location, time, and agenda. The Communicator shall work closely with the Clerk to disseminate Community Council business and activities.
- C. The communicators shall coordinate with the grade representatives in establishing their agenda for the class forums. The communicators shall attend the grade level class forums established by the grade representatives.

Article XII – Meetings

- A. The Community Council shall meet weekly. The time and location of the meetings shall be communicated to the public. Additional meetings or cancellations are left to the discretion of the Moderator.
- B. Meetings shall be run according to the Procedure for Community Council Discussions. [See Article XVIII].
- C. All Community Council meetings are open to the public; however, only Community Council members are allowed to vote and/or make motions.
- D. All proposals must be submitted in writing to the Executive Council for consideration prior to being added to the agenda.
- E. The meeting shall be run, in the order of old business before new business, by an agenda established beforehand by the Executive Council. Anyone who wishes to add an item to the agenda must make a request to the Moderator. The Clerk shall publicly post an agenda for the meeting.
- F. The minutes of all meetings shall be forwarded to all Community Council and Souhegan Cooperative School Board members, Souhegan Administration, and the Superintendent of Schools. Minutes shall be posted publicly.
- G. While visitors are always welcome at the meetings of the Community Council their role may be limited to that of an observer by the moderator. Time permitting; an opportunity for new business and “Public Time” can be enabled at the conclusion of meetings.

Article XIII – Voting

Voting shall take place in the following manner:

- A. A simple majority of Community Council members ($\frac{1}{2}$ plus 1) must be present at the meeting.
- B. A proposal must be discussed at a minimum of two meetings before voting may occur.
- C. All votes shall be hand votes unless presented otherwise in the motion or deemed necessary by the Moderator.
- D. In the event that an emergency vote needs to be taken, the issue may be discussed and voted on at the same meeting. Discretion for the use of an emergency vote is left to the Moderator who may confer with Executive Council members.
- E. On all motions with exception of votes on proposals, the moderator may decide on sight that the majority is in favor/opposed by a show of hands with no formal count. If any member of council disagrees with the moderator, he/she may call for a formal vote on the motion to be counted
- F. After a vote has been made by council on a proposal, those who represent the minority on the Community Council will have the option to draft a minority report so that their opinions may still be heard by the School Board and the outside community. This minority report must be submitted to and approved by the Executive Council prior to the nearest school board meeting.

Article XIV – Appeals

Appeals to Community Council decisions may be made in the following manner:

- A. An appeal must be presented to a member of executive council in writing within FIFTEEN calendar days of the minutes being posted on the SHS website. Any appeal must have a minimum of twenty-five signatures to be considered by the Community Council.
- B. The Executive Council shall hear the appeal statement and decide within two weeks of receipt if a hearing before the Community Council is warranted. If so, the appeal shall be discussed by the Community Council according to the Procedure for Community Council Discussions [See Article XVIII] and a vote on the appeal shall be taken.

- C. If the appealing party is dissatisfied with the Community Council's decision on the appeal, a further appeal may be made to the Souhegan Cooperative School Board using the process described in Parts A and B of Article XIII. Review by the Souhegan Cooperative School Board shall be the final method of appeal.

Article XV – Committees

Committees shall be formed as needed by the Moderator and/or the Executive Council. Standing Committees shall be formed for annual or recurring events. Standing committees shall include, but are not limited to, the Communications Committee and the Funds Committee.

Article XVI – Amendments

Amendments to the Community Council By-Laws may be made at any time. Proposed amendments must be submitted in writing to the Executive Council for consideration prior to being discussed and voted on by the Community Council. A two-thirds majority is needed from the Community Council in order for amendments to pass.

Article XVII – Class Forums

Grade Representatives on the Community Council are responsible for holding a Class Forum, for the purpose of gathering ideas, discuss issues, and express concerns from their respective class regarding our Community. The grade representatives will be responsible for setting the agenda, and taking the minutes of the forum. The grade level representatives shall deliver a summary of the forum to the full Community Council. The forums shall also enable Grade Representatives to report Community Council business to the Class.

Article XVIII – Procedure for Community Council Discussions

- A. A proposal is presented to the Community Council.
- B. The floor shall be opened for clarifying questions. The Executive Council may institute a time limit on any discussion/question times. Clarifying questions shall be controlled by a speaker list. The Moderator shall call on speakers from the list.
- C. When Clarifying questions are done, or when they are asked with reasonable infrequency, the floor shall then be opened for discussion. Discussion shall be controlled by the speaker list. The Moderator shall call on speakers from the list.

Possible outcomes from discussion:

- A motion is made and seconded to close discussion for the purpose of voting on the proposal. If the vote to close discussion fails, the floor shall be reopened for further discussion. If the vote to close discussion passes with a two-thirds majority, then there shall be a vote of the proposal. If the vote on the proposal passes with a simple majority, the proposal shall be enacted and the Community Council shall move on to the next item on the agenda. If the vote on the proposal

fails, the proposal shall not be enacted and the Community Council shall move on to the next item on the agenda.

- During discussion of any proposal, amendments can be made through the following process. The amendment must be written and handed to the clerk/moderator. An amendment to the proposal is proposed and seconded. The floor shall then be opened for clarifying questions about the amendment only. Clarifying questions shall be controlled by a new speaker list. The Moderator shall call on speakers from the list. When clarifying questions are done, or when they are asked with reasonable infrequency, the floor shall then be opened for discussion on the amendment only. Discussion shall be controlled by the speaker list. The Moderator shall call on speakers from the list. When a motion to close discussion (for the purpose of adding the amendment to the proposal) is made, there shall be a vote to close discussion that requires a two-thirds majority to pass. If the vote to close discussion passes, there shall be a vote to add the amendment to the proposal that requires a simple majority to pass. If the vote to add the amendment to the proposal passes, the amendment shall be added to the proposal, and the floor shall be opened for discussion on the amended proposal. If the vote to add the amendment fails, the floor shall be reopened for further discussion on the original proposal.
- A motion to table discussion is made and seconded. There shall be a vote to table discussion that requires a two-thirds majority. If the vote to table discussion passes, the discussion shall be tabled. If the vote to table discussion does not pass, the floor shall be reopened for further discussion.

The following Points may be made at any time if someone raises a hand and says:

“Point of Order”: This may be used if the person making the Point notices that someone is not following the guidelines set forth in the Community Council By-Laws.

“Point of Clarification”: This may be used if the person making the Point is confused about or does not understand any aspect of the current discussion.

“Point of Information”: This may be used if the person making the Point has new, specific information or facts relating directly to the current discussion.

ARTICLE IXX- OTHER COUNCIL ELECTED POSITIONS

- A) PTSA Liaison, Community Review Board, and Judiciary Board elections will take place in the fall following extra/faculty executive elections. The elections procedure for these positions will follow that of the by-laws established by these bodies.