

# THE HANOVER HIGH SCHOOL COUNCIL

Hanover, NH 03755

## BY LAWS

Revised May 2011

### ARTICLE I: NAME

The name of the organization will be “Hanover High School Council.”

### ARTICLE II: PURPOSE

On June 14<sup>th</sup>, 1977, the Dresden Board of School Directors voted unanimously to support the system of governance at Hanover High School known as THE COUNCIL by instituting the following policy: POLICY JHCB – *It will be the policy of this Board that the organization named THE COUNCIL will be the governance body at Hanover High School, representative of the students and staff.*

*THE COUNCIL – will have the authority to act on all matters at Hanover High School not controlled by school board policy, state policy, administrative regulations established by the Superintendent of the Schools, and rules and regulations published in the Student Handbook of Hanover High School. The Student Handbook will be reviewed and approved for publication each spring by the Council and the administration.*

*In the event of a dispute regarding jurisdiction, an ad hoc review board, agreed to by the Principal and the Moderator of the Council, may rule. The review board will be composed of two staff, two students, a representative of the Superintendent’s office, a representative of the Dresden School Board, and one community member, THE FINDING AND THE ADVISORY OPINION OF THE REVIEW BOARD WILL BE DETERMINED BY MAJORITY VOTE AND SUBMITTED TO THE MODERATOR OF THE COUNCIL AND THE PRINCIPAL OF THE HIGH SCHOOL. In the even of continued disagreement, a final binding decision will be rendered by an ad hoc committee of three members from the Dresden Board chosen by the Dresden Chair.*

*The principal of the High School will hold the power to veto any action of the Council. Such vetoes must be accompanied by a written explanation. The Council, by a two-thirds majority vote of members present, may overrule the veto of the Principal. Such action by the Council must be preceded by a public hearing on the issue.*

*The Judiciary Committee of THE COUNCIL is established to review the decision of the administration in discipline cases when students believe they have been treated unfairly. The Judiciary Committee’s decisions on innocence are binding upon the administration. If the Judiciary Committee determines that a student is guilty, it may either affirm the administrative punishment or recommend a new punishment, which the administration must consider prior to imposing a new punishment. Further appeal by the students may be to the Superintendent’s designees pursuant to the Regulation JCE entitled “Student Complaints and Grievances.”*

### ARTICLE III: MEMBERSHIP

#### A. Membership

1. The Council consists of no more than 48 members in the following proportions:

(a) There will be an At-Large delegation that consists of the twelve highest overall vote-getters, selected according to the procedure outlined in Section B: Elections.

(b) Each sophomore, junior, and senior delegation will have five voting members and one alternate.

(c) Staff will have five voting members and one alternate.

(d) Incoming 9<sup>th</sup> graders from the Richmond school will have four members and one alternate.

(e) Incoming tuition students will meet in the September of their first year at Hanover High School to hear statements from any tuition students who wish to run for Council and elect one or two voting representatives to Council, depending on interest.

(f) Incoming new students from grades 10, 11, and 12, as well as the Dresden 9<sup>th</sup> graders who did not attend the Richmond school in 8<sup>th</sup> grade, will meet together in September of their first year at Hanover High School. They will hear statements from any of the new students who wish to run for Council and elect one or two representatives to Council, depending on interest.

(g) At least two, but no more than four community members, at least one of whom must be a parent, will be appointed by the school administration and approved by a majority vote of the Council each spring.

2. The various positions will have the following roles and responsibilities:

(a) Community Members:

i. The Community Representatives on Council will serve to connect Council to the larger community and to represent the community perspective in Council's decision making.

ii. Each spring, concurrent with the regular Council election process, the principal in conjunction with other administrators, the Council Executive Committee and the Council Executive, will appoint up to five, but not fewer than two community representatives. At least one of these must be the parent of a Hanover High School student. If possible one of the community representatives should be a police officer. These community members will have all the duties and privileges of regular Council membership, will serve on committees, and may hold office as committee chairs and elected offices except for Moderator.

(b) Class Representatives:

i. In the fall each delegation will select one of its members as a liaison between the Council and Class Committee or Faculty.

ii. The representatives of each class on the Council should hold a class meeting each marking period to gather ideas, issues, and concerns.

(c) All Council members are expected to attend at least one Dresden School Board meeting per year.

3. Alternates

(a) Alternates will be determined by the outcome of the regular spring elections as follows:

i. After all voting positions on Council have been filled the top vote getter from each class and staff will be that group's alternate on Council. There is no At-Large alternate.

(b) The alternates are expected to attend all Council functions. They are allowed to speak, but can only vote when a regular member of their group or class is absent. Alternates will be expected to be committee members, and can be committee chairs or officers as well.

## **B. Elections**

1. Any member of the Hanover High School community of students, staff, and support staff may place his/her name in nomination by taking the following steps:

(a) Present to the Council Executive by the announced deadline a nomination petition signed by 50 members of the school community.

(b) Verify having attended at least one Council meeting or having watched a videotaped Council meeting (two recommended).

(c) Verify having read the Council minutes for the current year.

(d) Notify the Executive who his/her campaign manager will be.

(e) Appear at an assembly to outline his/her qualifications, and stance on important issues.

2. Poster requirements are as follows:

(a) Ten posters maximum

(b) Two of the ten posters must clearly state the candidate's qualifications and platforms: what the candidate wants to accomplish as a Council member and/or their stand on important issues.

(c) The maximum size of each poster is 22" x 28".

(d) Posters must be submitted to the Administration Committee of the Council (by bringing them to the Media Center) no later than one week before Election Day and must be approved and stamped clearly as approved by the Administration Committee.

(e) Poster must not contain putdowns: "You shouldn't vote for [X] because" is forbidden.

(f) Posters must not contain profanity.

(g) Posters must not contain references to drugs, alcohol, violence, or sex.

(h) All candidates are responsible for taking down their posters no later than 4 PM on Election Day.

3. A school-wide election will be held based on the list of nominees.

(a) Elections are held in the spring, prior to registration, for all members except new and tuition student representatives, who are elected in the fall.

(b) The voting ballot will consist of nominees' names, listed by delegation (i.e. 9<sup>th</sup> grade, 10<sup>th</sup> grade, faculty), as well as spaces for write-in nominations.

(c) Any member of the Hanover High School community may vote. Voters choose up to eleven candidates.

(d) Ballots will be posted three days before the election.

### **C. Tallying Procedures**

1. The votes should be counted as follows:

(a) Any ballot with more than the allowable number of votes will be discarded.

(b) The twelve highest vote getters overall will become At-Large representatives.

(c) From the remaining nominees, the appropriate number of highest vote getters from each class will be declared class representatives to the Council, as outlined in Section A: Membership.

(d) The remaining nominees will be rank ordered by delegation and by overall votes received.

i. After all voting positions on the Council have been filled the top vote getter from each class and staff will be that group's alternate on Council.

(e) All the nominees will have access to the tally sheets.

### **D. Vacancies**

1. Vacancies occurring as a result of scheduling problems, Dartmouth classes\* or resignations will be handled in the following manner:

(a) In the event that a member of leadership leaves the Council, there will be an election by the Council to elect the new leadership officer.

(b) At-Large members are replaced by the candidate with the next highest number of votes in the original election.

(c) Class representatives are replaced by the candidate from that class with the next highest number of votes, but who did not win a seat in the original election. If no runner-up is available, that delegation's Class Committee will elect a new representative.

(d) Staff vacancies are filled by means of a special election run by OEC. Such elections will be preceded by a presentation by OEC to the staff at a staff meeting.

\*Any Council member who takes a Dartmouth Class (for one semester or less) will be removed from Council and will have the opportunity to return as a sub-alternate. The current alternate will be promoted to representative and the recorded next highest vote getter of that delegation will become an alternate.

#### **E. Removal of a Council Member**

1. Lateness/absence as grounds for removal of a Council member from office.

(a) After two unexcused absences or six unexcused tardies, the Council member in question will be on probation for two weeks, during which time their voting privileges will be revoked. If he or she is not the alternate in their delegation, the alternate (if there is one) will be a voting member for those two weeks. If the Council member in question sustains another unexcused absence or three other unexcused tardies, the Council will then hold a vote determining whether or not the member will remain on Council. After each additional unexcused absence or three tardies, another vote will take place.

(b) If a Council Member is legitimately unable to contact the Secretary or another member of the Executive Committee before they must miss a Council Meeting, the absence will be counted as unexcused unless he or she contacts the Secretary or other Executive member with an acceptable excuse prior to the next Council meeting.

(c) Council members are responsible for reading the minutes of any meetings that they miss, whether excused or unexcused, as well as the minutes distributed in a meeting he or she missed.

2. Other grounds for removal of a Council member from office:

(a) Conduct unbecoming a Council member. Conduct unbecoming a Council member is defined as:

i. Public behavior that is not in keeping with the standards of responsibility and leadership expected of Council members

ii. Any action that violates the rules and/or regulations of Federal, State, School Board, Handbook, and/or Council laws.

iii. Any action that displays and/or promotes intolerance towards other's opinion, views or personal qualities.

iv. Any action that displays and/or promotes disrespect toward acknowledged members and officials of institutions listed below in part (b) of this subsection.

(b) Malfeasance or nonfeasance. Malfeasance or nonfeasance is defined as:

i. A member's misconduct in office or failure to do the job assigned to the office.

3. If anyone has reason to believe a Council representative has engaged in conduct unbecoming of a Council member, they may bring allegations to the chair of OEC. The chair of OEC will present that allegation at the next meeting of the Exec Committee, where the Exec Committee will vote as to whether or not OEC should assess the allegation or dismiss it.

4. OEC will bear the responsibility for presenting the evidence for removal by any aforementioned grounds.

(a) The OEC Committee will examine the evidence and present its case for removal within one week. Possible courses of action the committee may recommend include the following:

i. Censure – A letter will be sent to the individual outlining the decision and a notation of censure will be put into the Council minutes.

ii. Removal – The individual will be removed from office within a week. A letter explaining the decision will be sent, and a notation of removal will be put into the Council minutes.

iii. Acquittal – The individual will be notified in writing of the dismissal of the charges against him or her and a notice of such acquittal will be put into the Council minutes.

(b) A majority vote of Council will be required to implement any recommendation by OEC.

5. The individual may appeal the Council's decision to the Executive Committee whose decision will be final and delivered in writing no later than one week after receipt of the appeal.

6. Procedures for OEC Hearing:

(a) Upon receipt of a petition having the requisite number of verified signatures, OEC will meet to gather and examine evidence relevant to the charge brought forward in the petition. This meeting will be private, open only to OEC, any witnesses it may choose to call, and the Council Executive.

(b) Following this OEC hearing, the Council member named in the petition will be given access to any evidence that is to be presented to the Council.

(c) Evidence presented and discussion held in this meeting is confidential; OEC members are not allowed to discuss the content of the meeting with anyone outside the meeting itself. Any communications to the Council member named in the petition will be conveyed via the OEC chair or the Council Executive, upon instruction of the OEC chair.

7. Executive session of the Council:

(a) Presentation of the evidence to the Council by OEC will take place in an executive session of Council. The motion to move to executive sessions is a privileged motion and is adopted by a majority vote. The motion having been passed, the secretary will call roll and count the number of voting members present.

(b) Once in executive session, OEC will read the charge as it is presented in the petition, and will then present the evidence and its recommendation for action.

(c) The Council member named in the petition will then be given the opportunity to present evidence and speak in his or her own defense.

(d) The Council will then be given an opportunity to ask questions of OEC, of any witnesses who may have been called, and of the Council member named in the petition.

(e) When questions have been answered the Moderator may call for a motion regarding action to be taken. Following discussion on the motion, voting will take place by paper ballot.

(f) Decisions passed by the Council pursuant to Article III, Section E. are decisions internal to the Council. They are final and are not subject to appeal.

(g) An executive session is open only to Council members, the Council Executive, the Principal, the Associate Principal, and the parent/guardian of the Council member named in the petition or their designee. Any other invitees (with the exception of witnesses called to testify) must be determined by majority vote of the Council to be necessary to the proceeding in order to be present.

(h) A member may be punished under Article III, Section E. if he or she violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred. The minutes, or record of proceedings, of an executive session must be read and acted upon only in executive session. Only the motion made and action taken on that motion will be reported in the minutes of the regular meeting.

#### **F. Removal of a Council Officer**

1. An officer includes members of the Council leadership as well as Committee Chairs.

2. Removal of an officer of the Council will be considered only on the grounds of non-performance or conduct unbecoming of a leader of the Council.

3. If anyone has reason to believe a Council officer has engaged in conduct unbecoming a Council member, they may bring written allegations to the chair of the Executive Committee. The allegations should outline the specific charges against the Council officer in detail. The Executive Committee will decide, by majority vote, whether to discuss the allegation or dismiss it.

4. Consideration and decision for removal from office will be the responsibility of the Executive Committee.

5. The Executive Committee has three courses of action:

(a) Censure- See article III, section E, 4, a, i.

(b) Removal- See article III, section E, 4, a, ii.

(c) Acquittal- See article III, section E, 4, a, iii.

6. Within a week of receipt, the committee's decision will be returned in writing to the Council and the officer charged.

7. The accused Council officer will not be a voting member of the Executive Committee during these deliberations.

## **ARTICLE IV: THE COUNCIL EXECUTIVE**

### **A. Duties of the Council Executive**

1. To serve as Parliamentarian of the Council.

2. To be responsible for maintaining and preserving a complete record of Council activities for the year.

3. To preserve and maintain records of the Council.

4. To directly assist the Moderator in carrying out the Moderator's duties.

5. To work with the Executive Committee, especially in developing agendas.

6. To serve as a resource person to the Council committees.

7. To serve as a liaison to the school administration.

8. To be responsible for procedures facilitating Council business and Council decisions.

9. To serve in an advisory capacity to the Council, and to its officers. The Executive cannot make motions and cannot vote.

10. To plan and run the Council's annual fall retreat.

### **B. Procedures for the Selection of a Council Executive**

1. By May 1<sup>st</sup> of every second year, the Executive Committee (see article VII sec. B.1) will declare the position of Council Executive open.

2. By May 1<sup>st</sup>, the Executive Committee will place ads in school bulletins and newsletters seeking applicants for the position. The ads will state the nature of the duties, time expected, salary range, and a request for a resume to be submitted.

3. The Executive Committee will then conduct interviews with prospective candidates and will present no more than three recommended candidates to the next year's Council in their combined session with the old Council in May. These candidates must have attended at least one Council meeting that year.

4. At this meeting, the new and old Council together will elect the Executive for the upcoming twoyear term.

5. The salary of the Executive, after being determined by the Principal and the Superintendent's office, will be made a part of the Council's recorded minutes by the treasurer in the treasurer's report.

6. The executive committee is responsible for the performance of the Council Executive and will present a written evaluation report to the Council and Principal by March 1<sup>st</sup> of the second year of term. The report will be accompanied by a written self-explanation by the Executive.

7. A written evaluation and feedback meeting (of the Executive and Executive Committee) will be held in April of the midterm year.

## **ARTICLE V: OFFICERS**

The officers of Council will be a **moderator**, an **assistant moderator**, a **secretary**, a **treasurer**, a **public relations person**, and a **Dresden School Board representative**. These officers will be elected by Council at the end of each

school year for the following year during the transition period as outlined in Article VI.

**A. Moderator**

1. Presides over all Council meetings.
2. Must be a veteran of at least one year of the Council.
3. Serves on the Administration committee.
4. Can make no motion and is not able to vote except to break a tie.
5. Meets regularly each week with the Principal to communicate Council business to the Administration.
6. Is responsible for representing Council and its views to the public and school community.
7. Is responsible for organizing a school-wide assembly each fall to introduce the Council and its goals to the student body.
8. Is responsible for all matters that are assigned to committee and for the prompt reporting of committee business.
9. Is responsible for setting the Council's regularly scheduled meeting time in cooperation with the Assistant Principal.
10. Is responsible for seeing that the Council meetings have a positive and business-like tone, and that full discussions and airing of points of view are encouraged.
11. Is responsible for writing the "Message from the Council Moderator" for the student handbook at the end of the school year, before the Handbook's annual revision.

**B. Assistant Moderator**

1. Presides over meetings in the absence of the Moderator.
2. Chairs the Executive Committee and is responsible for its effective operation. (See duties of the Executive Committee in article VII, Section B).
3. Is responsible for planning the agenda for each week's Council meeting and ensures it gets to the secretary before the minutes are posted on the Council bulletin board.
4. Is responsible for attending one meeting of each committee per quarter in order to check in on committee progress and to obtain an overall view of committee function.
5. Represents the Council and its views to the public and the school community in the absence of the moderator
6. Oversee or facilitate the Council Committee web pages. Ensure each page includes:
  - a) chair/chairs,
  - b) current members
  - c) time/place of meeting
  - d) committee responsibilities
  - e) committees' meeting notes
  - f) action the committee taken to date

**C. Treasurer**

1. Is responsible for accurate accounting of all Council funds
2. Is responsible for tracking and payment of Council appropriations.
3. Is a member of the Student Activities Committee and is responsible for organizing and presenting the recommended SAC budget to the Council.
4. Is responsible for fund-raising activities and their organization.
5. Is the only one with the authority to sign and process Council purchases.
6. Is responsible for ongoing and complete communication with the Financial Secretary of Hanover High School.
7. Presides over meetings in the absence of the above officers.

#### **D. Secretary**

1. Takes, distributes, and posts minutes of each meeting on the Council bulletin board and on the Council website.
2. Is responsible for posting a complete list of passed and failed motions for the current school year.
3. Is responsible for handling the Council's correspondence and maintaining records of it.
4. Will be a member of the Organizational Engineering Committee.
5. Is responsible for maintaining a complete file of minutes in the school library and in the main office.
6. Is responsible for maintaining a complete attendance record of all Council members.
7. Presides over meetings in the absence of the above officers.

#### **E. Dresden School Board Representative**

1. Is responsible for attending all Dresden School Board meetings, as a non-voting member of the Board.
2. Is responsible for representing the interests of Council to the board and the interests of the Board to the Council.
3. Will be a member of the Curriculum Committee.
4. Is responsible for establishing a working relationship with the Chair of the board and the Superintendent of Schools on Board issues.
5. Is responsible for keeping the student body current on Board issues through the school paper.
6. Presides over meetings in the absence of above officers.

#### **F. Public Relations Person**

1. Is responsible for communicating the actions of Council to the student body and to the community at large.
2. Is responsible for organizing presentations about Council and the democratic process to HHS staff and all ninth grade social studies classes each fall, in conjunction with the moderator.
3. Will be a member of the Organizational Engineering Committee.
4. Is responsible for promoting school involvement by posting the Council agenda at least 24 hours before each meeting and for maintaining an effective Council bulletin board, in conjunction with the secretary and the OEC Committee.
5. Is responsible for organizing a presentation about the democratic process at HHS to be given to the Dresden School Board at the beginning of each board term, in conjunction with the Dresden School Board Representative.
6. Is responsible for organizing a presentation to parents at the eighth grade parent's night.
7. Is responsible for distributing a letter to all new staff at the beginning of the school year inviting them to attend a Council meeting.
8. Is responsible for submitting an article to each issue of Broadside, summarizing the major issues being dealt with in Council.
9. Is responsible for posting Council updates on the HHS Life and Times blog, as appropriate.
10. Is responsible for writing Op-ed letters to the Valley News expressing Council's sentiments, as appropriate.
  - Is responsible for submitting updates to the Common Ground Announcements.

#### **ARTICLE VI: MEETINGS**

- A. Regular meetings will be held once each week during the school year
- B. The time and place of the meeting will be set up as part of the regular scheduling process

during the preceding year. The time and place will be continually advertised during the year to the school community.

C. The meetings will be governed by *Robert's Rules of Order*.

D. All Council meetings are open to the public.

E. A quorum will consist of fifty-percent of the voting members of Council plus one. The Moderator and the Executive are not voting members.

F. The Executive Committee will compose the agenda for each meeting, allocating time limits for debate to each item when the executive committee deems it necessary. The agenda will be posted in a prominent public place in the school at least 24 hours before each meeting time.

G. The Moderator will have the power to call a special meeting at any time with reasonable notice.

H. Motions will be put before the Council at its meeting only by its members and will be written and delivered to the moderator prior to the meeting, excluding accepting of minutes.

I. A non-member wishing to address the Council must be introduced by a member.

J. The last four Council meetings of the year will be transition meetings that will be organized in the following manner.

*Meeting No. 1-* New Council members attend as observers; Nominations for next year's Leadership.

*Meeting No. 2-* New members attend; current Moderator runs Leadership election; all members of both Councils vote in election.

*Meeting No. 3-* New Council committee assignments. Goal setting for the next year's Council.

*Meeting No. 4-* New Council – regular business; plans for the coming year.

#### **K. The Council may hold an all school open forum as appropriate**

#### **L. Absences**

1. Any absence from a scheduled Council meeting may result in an unexcused absence. In case of a disagreement regarding the validity of an absence, OEC will serve as the final judge.

2. An absence from a committee meeting will be recorded by the committee chair. If the chair deems it necessary, the absences may be reported to the OEC committee.

3. Any Council member who arrives more than 15 minutes late for any Council meeting will lose the right to vote for that entire meeting and will be given an unexcused tardy. The member may appeal this to OEC.

4. (a) After two unexcused absences or six unexcused tardies, the Council member in question will be on probation for two weeks, during which time their voting privileges will be revoked. If he or she is not the alternate in their delegation, the alternate (if there is one) will be a voting member for those two weeks. If the Council member in question sustains another unexcused absence or three other unexcused tardies, the Council will then hold a vote determining whether or not the member will remain on Council. After each additional unexcused absence or tardy, another vote will take place.

(b) If a Council Member is legitimately unable to contact the Secretary or another member of the Executive Committee before they must miss a Council Meeting, the absence will be counted as unexcused unless he or she contacts the Secretary or other Executive member with an acceptable excuse prior to the next Friday's Council meeting.

(c) Council members are responsible for reading the minutes of any meetings that they miss, whether excused or unexcused, as well as the minutes distributed in a meeting he or she missed.

#### **ARTICLE VII: COMMITTEES**

The business of the Council as it involves research, fact-finding, and establishing background

information, will mainly be carried on in the Council's committees, especially the standing committees. The importance of effective committee performance cannot be underestimated, and the responsibility rests primarily on the committee Chairs.

#### **A. General rules of operation:**

1. The committee members will be selected by the Moderator during the spring transition period with the exception of Executive and Judiciary committees.
2. The committee members will elect a chair and a recorder for their committee. At Fall Retreat a regular meeting time that is convenient to all will be established.
3. The Council Leadership may set up a time for committee meetings during the Council meetings as needed. The committees will be responsible for meeting regularly outside of Council and will report back to the Moderator.
4. Each committee will establish goals for itself to be publicly communicated to the full Council at the first meeting after the fall retreat.
5. The committees will have the power to make decisions. After the full Council has referred a matter to a committee, the recommendation for action by that committee will be reported out as a motion at the next regular Council meeting. It will become a Council decision unless it is overridden by a 2/3 vote of the quorum present or the majority of the Council, whichever is less.
6. All Council members, who are either elected by the Council or appointed by the Moderator to serve on any committee outside of the Council, are responsible for contacting the chair of that committee following the appointment. Each committee member must obtain all meeting times, locations, and agendas from that chair.
7. All Council members are expected to attend at least one Dresden School Board meeting per year.
8. Each committee must keep a record of motions, separate from Council meeting minutes, in hard copy and online-posted on Council web page. This record must include motion, date, maker of motion, and any amendments as well as whether or not the amendments passed. Context for the original motion and following amendments are also important to record.
9. At the close of the Council year, new chairs of committees must meet with the former chair of their committee in order to discuss:
  - a) accomplishments of the past year,
  - b) goals of the coming year,
  - c) challenges faced and solutions found.

These three points should also be written in a letter and archived in that committee's binder. In addition, that same letter should be posted on the Council blog under the section of said committee so as to be preserved.

#### **B. Executive Committee**

##### 1. Purpose and Operation

- (a) To assist the Moderator and the Executive in their duties and to promote the effective operation of the Council.
- (b) The Executive committee will be made up of standing committee chairs plus the officers of the Council.
- (c) The Assistant Moderator will be the chair of the Executive Committee.
- (d) The Executive Committee will meet each week at least two days before the regular Council meeting.
- (e) To be the Steering Committee for the Hanover High School Council's participation in our sponsoring of at least one community service project each year.

## 2. Specific Duties

- (a) To set the agenda for each meeting.
- (b) To write an annual report of the activities of the Council.
- (c) To plan the annual Council spring picnic.
- (d) To evaluate the Judiciary Committee each year and issue a written report to the outgoing Council by its last meeting.
- (e) To hire and evaluate the Council Executive.
- (f) To run the spring Council election. This should be the responsibility of the senior members of the Executive committee.
- (g) To assist the Executive in planning the fall retreat.
- (h) To organize the annual Teacher Appreciation Day.

## C. Administrative Committee

### 1. Purpose

- (a) To serve as a liaison between the administration and the Council.
- (b) To develop a school characterized by trust, responsibility, and effective communication.

### 2. Specific duties

- (a) To put Council and administration decision into effect.
- (b) To review and approve campaign posters one week before Election Day.
- (c) To keep an ongoing list of all non-procedural motions passed by Council in a given year. This list, along with all previous lists will be passed to the next Administrative Committee at the end of each year.
- (d) To be responsible for the Skip Bean Democratic Citizen Award.
  - i. The award is described as follows: *“HHS prides itself on being a democratic school. As stated in the HHS mission statement, all people in the school community are encouraged to use their “hearts, minds, and voices”. Every member of the high school can share in the practice of democracy. The Skip Bean Democratic Citizen award acknowledges those who contribute every day to this democratic process. Please write a short paragraph about why your nominee deserves the Skip Bean Democratic Citizen Award.”*
- (e) To be responsible for the Staff Member of the Month Award
  - i. The award is described as follows: *“We share everyday at Hanover High School with our staff members. While they are paid as administrators or teachers, many staff members go above and beyond by staying after class, sponsoring clubs, raising class money, bringing us food or simply making us smile. As students, we receive thanks for the work we dedicate to class through quarterly reports, honor roll and class day, yet staff members receive little formal recognition for their work. If you believe one of our staff members deserves extra recognition this month, please write a short paragraph describing why he or she deserves to be recognized as an outstanding member of our staff.”*
- (f) To make sure that the school-wide Martin Luther King Day Assembly gets organized and occurs sometime in January. The committee could organize the assembly themselves, or find or create another group to do this.
- (g) To be responsible for reading this statement on September 11<sup>th</sup> every year over the PA system, which would be followed by a moment of silence.

i. *“\_\_\_\_\_ years ago, hijacked planes were crashed into the World Trade Centers in New York City, the Pentagon outside Washington D.C. and a field in Pennsylvania. Today we remember those who died, those who risked their lives to save others and the families who were affected. Please take this moment to remember the events of September 11,*

2001.”

#### **D. Curriculum Committee**

##### 1. Purpose

- (a) To deal with areas of the school curriculum-both courses and teaching.
- (b) To serve as a liaison between Committee on Instruction (COI) and the Council.
- (c) To deal with areas of the “hidden curriculum” in the school such as decision-making, citizenship, personal choices open to students, and the part students play in more non-academic learning experiences.

##### 2. Specific Duties

- (a) Have at least one member attend COI meetings regularly.
  - (b) Become familiar with the Program of Studies and the process of its distribution.
  - (c) Cooperate with the school Committee on Instruction in preparation of the Program of Studies.
  - (d) Conduct a survey to obtain student and staff sentiment about school curriculum on topics relevant to the school community and concerning the school curriculum at the end of the first semester of every other year and then assess the results in the following year.
  - (e) Ensure that Mid-Course Evaluations are conducted (a survey on student sentiment about each course and how it is taught) at the mid-point of each course, and evaluated.
- (f) Issues surrounding academic honesty are addressed by the committee when needed.
3. At the end of the year, the Curriculum committee will meet with the Dean of Students in order to get a summary of disciplinary action taken that is related to the Academic Integrity Policy.

#### **E. Organizational Engineering Committee (OEC)**

##### 1. Purpose:

- (a) To be responsible for the maintenance and operation of the Council itself.
- (b) To maintain contact and communication with outside affiliates such as the National association of Student Councils.

##### 2. Specific Duties

- (a) To run replacement elections for the Council.
- (b) To maintain an effective Council bulletin board.
- (c) To be responsible for accurate records of member’s attendance and deal with issues of nonattendance.
- (d) To promote effective committee membership and functioning.
- (e) To effect the Council’s joining of the state, regional, and national student Council associations if the Council so desires.
- (f) To review and reprint bylaws annually.
- (g) To post the minutes from each week on the Council Bulletin Board and on the other bulletin boards throughout the school.
- (h) To submit an article to each issue of Broadside, summarizing the major issues being dealt with in Council.
- (i) To promote and publicize the Council speeches and elections each spring, which will be announced two weeks in advance.
- (j) To email the motions passed that pertain to the entire school at the last meeting and the agenda for the next meeting by 12 noon on Wednesday, so that they can be put in the common ground announcements for the same week.
- (k) To facilitate Freshman class committee elections.
- (l) To facilitate elections of new and tuition students in September (the list of new and tuition students can be obtained from The Dean of Student’s Administrative Assistant).

- i. Use locker notes and email to contact all new students and tuition students. New students are students who live in Hanover, Norwich or Etna, but are new to the school. Tuition students are students who come from surrounding towns, other than those stated above.
- ii. Hold an election meeting, also in September, to which all candidates are invited. The students who wish to run should have their names written down, and students who do not wish to run should be encouraged to attend in order to vote. It is recommended that this meeting be held during Common Ground.
- iii. Each candidate should be allowed to give a short speech stating his or her name and his or her qualifications and intents.
- iv. There will be two ballots at the election meeting. Tuition students should vote for tuition students, and new students should vote for new students. Refer to article 3a, points E and F for membership details.
- v. Results can usually be calculated during the meeting, and the winners should be informed of the meeting time of Council, as well as the general responsibilities that membership entails.
- vi. The names of the two runners-up in each delegation should be recorded in case the elected member is unable to serve.

## **F. Judiciary Committee (J-COMM)**

### **1. Purpose and Jurisdiction**

(a) To review administrative decision in discipline cases when students believe they have been treated unfairly. In review process, the Judiciary Committee will:

- i. Determine the student's guilt/innocence.
- ii. Decide whether the Administrative decision is appropriate or inappropriate.

(a) The Judiciary Committee's decisions on innocence are binding upon the administration.

(b) When the Judiciary committee determines that a student is guilty, it may either: affirm the Administrative decision or punishment or recommend a new punishment to the administration. If the judiciary committee recommends a new punishment, the administration must consider that recommendation and must impose a new punishment, although not necessarily the same punishment recommended. After the administration imposes the new punishment, the student has no further appeal to the Judiciary Committee with respect to that punishment. Decisions of the Judiciary committee or of the administration's after a Judiciary committee recommendation may be appealed to the superintendent of schools or the superintendent's designee pursuant to regulation: JCE entitled "Student Complaints and Grievances".

(b) To serve as an advisory body to the administration on policy issues of student discipline.

(c) To deal with the present needs of students who seek support in dealing with the administration

(d) To generate data regarding the effectiveness of student participation in matters of discipline.

### **2. Composition (a total rule of seven people)**

(a) Two staff representatives will be elected from the Council by a caucus of the staff representatives on the Council.

(b) Two representatives each from the freshmen, sophomore, junior, and senior representatives of the Council, elected by a caucus of the class representatives on the Council.

(c) A chair, which cannot be a staff member, selected by the members of the Judiciary committee. It will be the responsibility of the Chair to ensure the proper functioning of the Judiciary committee.

(d) The Council Executive will serve on the Judiciary committee as a non-voting member and as

a resource for the chair.

### 3. Rules of Operation- Appeal

(a) The appeal of a disciplinary action will be made in writing by the appellant by 3:00 of the school day following such disciplinary action. Exceptions to this provision are at the discretion of the Chair. It must be given directly to the chair of the Judiciary Committee and should outline the nature of the offense, the administrative response, why the appeal is being made, and what the appellant would like the committee to do. If it is deemed necessary to the presentation of the case, the Administration will also be responsible for obtaining and delivering to the J-Comm chair a completed Reporting Party Statement from the person who reported the offense to the Administration.

(b) Upon receipt of the written appeal the chair will notify the administration and request a written statement.

(c) Upon receipt of the administration's and appellant's written statement, the Chair will then consult with the Committee, which will decide whether or not to hear the case. The Chair will notify the appellant and the administration accordingly within two hours, or, in case of suspension, with two (school day) hours.

(d) If a member of the preceding feels that a conflict of interest exists, the Committee will decide the facts and determine by a majority vote if the appropriate committee member will participate in the hearing. If the Chair is thus disqualified, they will appoint a temporary Chair for that hearing.

### 4. Rules of Operation- Hearing

(a) If the committee decides to hear the case, the Chair will then call for a meeting of the Committee within two school days, or within two (school day) hours if suspension is involved. The Council Executive will be responsible for notifying the Appellant and the Administration of the time and location of the hearing.

(b) The Appellant will appear at the hearing at the appointed time. The appellant may select an advocate who may assist the appellant in presenting the appeal. This advocate must be a student or staff member at Hanover High School. The appellant forfeits his or her right to appeal if he or she does not appear at the appointed time.

(c) A parent is urged to be in attendance during testimony.

(d) The Council Executive will be responsible for getting the names of potential witnesses from the appellant and the administration and notifying witnesses that they have been called to testify and of the time and location of the hearing.

(e) The hearing will be held in closed session with all matters held in confidence.

(f) The Council Executive will swear in the representative of the administration, the appellant(s), and witness(es) before their testimony. If it is later ascertained that an appellant or a witness lied before the Committee, such perjury will be referred to the administration with recommended strict penalties.

(g) The Committee will receive testimony from all parties involved and will then carry out deliberations in closed session. The chair will have discretion over who is allowed in the hearings and who is not.

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(h) A quorum is required for deliberation and will consist of four members, one of whom will be the Staff Representative or the Staff Alternate.

(i) Postponement can occur only by a unanimous vote of the Committee because of conflict or failure to achieve a quorum.

(j) The Hearing will be structured as follows:

i. Chair: Declaration of charge and punishment.

ii. Chair: Statement of agreed-upon facts of the case.

- iii. Administration: Opening statement.
- iv. Appellant: Opening statement.
- v. Witnesses: Testimony for the Administration.
- vi. Questioning of witnesses by the Appellant.
- vii. Testimony of witnesses for the Appellant.
- viii. Questioning of witnesses by the Administration.
- ix. Judiciary Committee: Questioning of witnesses, Administration, and Appellant.
- x. Administration: Closing statement.
- xi. Appellant: Closing statement.

#### 5. Rules of Operation-Deliberations

(a) The Committee's decision will be rendered in writing to the administration and appellant within 24 hours, or in a case involving suspension, immediately following the decision. The decision must be unanimous.

(b) All deliberations of the Committee are confidential and must remain within the Committee.

(c) The Council Executive will serve as record-keeper of the Committee's proceedings. Records of only the testimony will be kept for the remainder of the school year. There will be no records kept of the deliberations other than the question(s) voted on.

(d) Items for discussion:

i. Policy (handbook, School Board, state rule, national law)

ii. How the violated policy is seen by

-Administration

-Appellant

-Student Body

-Community

iii. Evidence

-Is the evidence hearsay?

-Has the evidence been substantiated beyond a reasonable doubt?

-What is the intent of the violated policy?

iv. New policy

-Will the new rule apply to everyone?

-Does it make sense?

v. Due Process

-Has due process been followed?

-Was the student assumed innocent until proven guilty?

-Are rights involved? Or are they privileges, or traditions?

-How has the process traditionally been applied?

vi. Notes, Impact

-Can the Judiciary Committee justify its verdict to an outsider?

-Will the decision strengthen or weaken the credibility of the Judiciary Committee in the eyes of the school community?

-Is the general school perception of the rule uniform and accurate?

-How has the appellant's behavior in this matter reflected on the school?

-If the rule needs to be changed, how will that be done and how and when will the

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school community be notified?

(e) The Chair will be responsible for discussing all of the above aspects with the Committee before a vote is taken.

(f) The unanimous decision of the Judiciary committee will be final and binding.

(g) If the judiciary committee (1) decides that the student is innocent, or (2) recommends a new

punishment to the Administration, the Committee will meet, in conditions of confidentiality with the Administrator(s) who made the decision, to explain the reason(s) for the Committee's decision.

#### 6. General

(a) Individual Judiciary Committee members can exercise the power and function of their office only in session; otherwise, they can speak and act only as individuals.

(b) While every effort will be made to avoid conflicts with classes, students who serve on the Judiciary Committee will be allowed, within reason, to be excused from classes in order to attend Committee meetings. These students will be responsible for notifying teachers and making up any missed work.

(c) In cases of suspension due to administrative action, the appellant will not begin their suspension until the final decision of the Judiciary Committee. In the meantime, the appellant will be scheduled up so as to be accessible to the Committee. If the Administration deems scheduling up unwise, the Administration and the Judiciary Committee Chair will meet to determine an alternative arrangement. If the hearing is delayed overnight, the student is not eligible to participate in any school activities that night.

(d) The Executive Committee of the Council will serve to evaluate the work of the Judiciary Committee at least once each year and report its finding to the Council.

### **G. Student Activities Committee (SAC)**

#### 1. Purpose

(a) To be responsible for an effective program of student activities at Hanover High School that encompasses a wide variety of students and to work directly with the administration toward that end.

(b) To evaluate yearly the scope and variety of the Student Activities program and report in writing to both the Council and the Administration.

#### 2. Specific Duties

(a) To assist the Treasurer in gathering and presenting the various student activities budget requests.

(b) All members of the school community will be notified via common ground, email, and the Council minutes of the availability of, and the deadline for, applying for SA funds. Requests for SA funds should be made, in writing, to the SAC by March 15<sup>th</sup> of the preceding year. The written requests will be made on forms designed by the SAC by October 1<sup>st</sup>. The written requests will be made on forms designated by the SAC and will include the following information:

- i. Amount requested
- ii. Current Balance
- iii. Forecasted Expenses
- iv. Fundraising Activities
- v. Number of students participating
- vi. Yearly Goals

(c) IN ADDITION TO THE ABOVE, the following criteria should be considered by the Student Activities Committee in disbursing funds to clubs: cuts in previous year's funding, commitment to achieving stated goals for the year, length of the clubs existence, and the maintenance of diversity of offering at Hanover High School.

(d) Members of the SAC should meet with the heads of all student organizations each semester to gain a complete picture of the activities' needs.

(e) The financial secretary and the activities advisors shall be notified of the funds allocated for each activity by April 15, or as soon as the Dresden Budget is passed, whichever is sooner.

(f) The Committee can fund late requests and other activities that are starting, as well as special financial needs. Application for such funds will be made, in writing, through the SAC.

(g) Student Activities may consider a school-wide activity each year. Previous activities have included Speak Series, Class Unity Day, State Spirit Day, and Earth Day.

(h) The Student Activities Committee will suggest changes to and approve the treasurer's draft budget. The Council must pass the final budget as soon as possible after the deadline for fund requests. The financial secretary and the activities advisors shall be notified of the funds allocated for each activity within one week. In the Treasurer's presentation of the budget to the Council, it is suggested that the following is presented: the process by which clubs request funding, criteria for evaluation, and justification for possibly contentious suggested allocations.

## **H. Student Life Committee**

### **1. Purpose**

(a) To provide the best possible environment for students at Hanover High School and to work effectively with the administration to that end.

(b) To serve in an advisory capacity to the administration in matters of student life in the high school.

### **2. Specific Duties**

(a) To work with the Dean of Students each year in revising the Student Handbook, as needed.

(b) To solicit ideas from students in conjunction with the Curriculum Committee in a yearly survey that will evaluate student life at Hanover High School.

(c) To present the results of the above survey to both the Council and Administration.

(d) To facilitate recycling efforts.

(e) To dig up the time capsule buried by OEC in the year 2020 using the map in the Council records.

(f) To maintain the following relationship and obligations to the Alliance of School and Parents (ASAP), when active:

i. To ensure that the Council is the communication link between ASAP and the student body.

ii. To ensure that there is at least one Council representative selected (and one alternate) to serve as a member of the ASAP steering committee.

a. This representative should be chosen at the end of the school year in order to represent the Council on ASAP meetings, which take place over the summer as well as during the school year.

b. This representative will then serve until the end of his or her term on Council the following spring.

## **I. Ad Hoc Committees**

### **1. Function**

(a) From time to time as issues and events require, the Moderator or the full Council may name an Ad Hoc committee to investigate and deliberate on a specific issue. When constituted, the moderator must select a chair before the next agenda item is considered. It is then the chair's responsibility to report back to the next meeting of the Council.

## **J. Other School Committees**

### **1. Function**

(a) These committees are permanent committees of the Council. They perform specific duties, but are not standing committees and do not hold a seat on the Executive Committee of Council.

(b) These committees are open to Council as well as non-Council members.

### **2. Nick Beard Opinion Board Committee**

(a) Purpose: to give teachers, students, parents and the community a place to share their opinions with the school community.

(b) Location/Description: The opinion board will be placed centrally in the school.

(c) Guidelines: the guidelines for the board will be as follows:

i. All opinions must be signed on the front of the submission.

ii. All opinions must be in good taste (no profanity or personal attacks).

iii. Submissions must be of reasonable size to permit a variety of opinions to be displayed.

iv. These guidelines will be posted next to the opinion board.

(d) Procedure:

i. The key to the opinion board will be located in the main office.

ii. Any Council member may receive opinions in display form from a member of the HHS community who wishes to voice an opinion, or opinions may be placed in the Opinion Board Box on the counter in the main office.

iii. Any one submitting an opinion may also request that the Council place the issue discussed on a future Council agenda.

iv. The Guidelines committee will review the opinions, which will be a subcommittee of the Council. The Guidelines committee will be composed of two students and one faculty member of the Council. Interested members may submit their names to the Moderator, who will select the committee members. The committee's responsibility will be to check that the submissions meet the two guidelines and to bring to the Council opinions which the writer of the opinion has asked to have placed on the Council's agenda and which the Opinion Board Committee feels need the Council's attention.

v. Rejected submissions will be returned to the community member for resubmission. In the event of a controversy, the opinion will be submitted to JComm for final ruling to ensure that the opinion is within the guidelines.

vi. The opinions will be posted every Friday for a period of two weeks, and at the end of that time, if the person wishes to keep their opinion posted that person must resubmit it.

(e) Online Opinion Board: An Online Opinion Board, established by the HHS technology coordinator, exists in parallel with the hall board as a virtual representation. Opinion submitted to the online board must follow the hall board guidelines outlined above.

### 3. Athletic Advisory Committee

(a) This committee deals with any athletic problems as well as maintaining fairness among all the sports offered at HHS.

### 4. Historical Records Committee

(a) This committee focuses on the records of both the Council and of Hanover High School in general. It involves organizing papers and making sure all important documents and records have a specific place.

### 5. Technology Committee

(a) This committee deals with making the use of technology of the school easier for students and staff.

### 6. Terms of Service Committee

(a) A little different than the technology committee, this committee is more involved in the consequences for misusing technology at the school and related problems.

### 7. Common Ground Steering Committee

(a) This committee is responsible for the activities/assemblies that are planned during common ground as well as working to find ways to make common ground enjoyable for everyone.

### 8. Wellness Committee

(a) Mrs. Nattie works with a group of students and staff to make sure the school has healthy nutritional options as well as other matters of general health such as school sanitation.

#### 9. March Intensive Committee

(a) This committee works incredibly hard each year to ensure a great March Intensive experience for the students and staff in the school. They prepare the whole event, assign the students to courses, and write up evaluations.

#### 10. Drug Use Committee

(a) Student Assistance Counselor works with this group on managing drug use in the school and finding ways to help students who need help with drug problems.

#### 11. Environmental Impact Committee

(a) Working with an interested science teacher, this committee looks at ways to make the school more environmentally friendly and leaving a smaller carbon footprint. They will probably work in conjunction with the Environmental Club or just be a subsection of the club who reports to Council.

#### 12. School Climate Committee

(a) This committee monitors and helps encourage a positive school climate.

### **ARTICLE VIII: CLASS COMMITTEES**

#### **A. Elections**

1. The elections for Class Committee will be held the same day as Council Elections and will be run by the graduating seniors on Council.

2. The elections for 9<sup>th</sup> graders will be held in the fall and facilitated by OEC.

3. Eleven people plus one alternate will be elected to each class committee.

#### **B. Purpose**

1. To raise funds for activities it deems appropriate. Possible activities include:

a. Graduation

b. Senior Prom

c. Yearbook

d. A gift that is donated to the school

e. Class trips and activities

2. Communication with Class

(a) The class committee has the ability to call a class meeting, with reasonable notice.

#### **C. Structure**

1. There is no formal structure that is required within the Class Committee (i.e. chairperson, secretary, treasurer, etc.) as long as the Committee is functional.

#### **D. Class Advisor**

1. Purpose

(a) Work closely with the Class Committee to set up yearly class activities and fundraisers.

#### **E. Participation**

1. Class Committee members need to actively participate in order to achieve class goals. Failure to participate and/or attend meetings diminish this. Class Committee members that miss more than 50% of meetings in a quarter should be removed from class committee by the advisor(s) after consultation with the elected group members; in addition, advisors may add members to the committee as needed based on actual interest/participation and with the advice and consent of the standing elected committee.

2. Advisors should review transcripts of activities to verify active participation in Class Committee meeting and activities.

3. One person must be in contact with a Council member.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised will constitute the ruling authority in all cases in which Robert's Rules is inconsistent with these bylaws or with any rule of the school.

## **ARTICLE X: AMENDMENTS**

**A. A two-thirds vote of the membership present will be required to change any of the preceding bylaws.**

**B. Notification of proposed amendments to the bylaws will be undertaken as follows:**

1. At a regular Council meeting, a member will express intent to amend the bylaws by outlining the substance of the proposed change in writing. Discussion will be allowed.
2. At a subsequent (or the next regular Council meeting), a written draft of the proposed changes, including reference to the existing article and sections will be distributed to Council members. Discussion will be carried on, and a vote will then be taken.

**C. It is the responsibility of each Council Member to include these changes in their own copy of the bylaws. It is the responsibility of the Council Executive to include all such revision in subsequent reprinting of the bylaws.**

## **ARTICLE XI: STANDING RULES OF THE COUNCIL**

1. Closing Debate: The closing or postponing of debate must be made by its own dedicated motion and cannot be made as a concluding remark by a speaker addressing the motion under discussion.
2. Roll Call Voting: A roll call vote may be requested on any vote. A vote will be taken on whether to have a roll call vote. The vote will require one-third to pass. This is non-debatable.