

# **Illinois Mathematics and Science Academy**

## **Student Council Constitution**

*Amended November 2005*  
*Amended September 2006*  
*Amended November 2006*  
*Amended September 2007*  
*Amended August 2008*  
*Amended October 2009*  
*Amended September 2010*  
*Amended July 2011*  
*Amended December 2011*  
*Amended October 2012*  
*Amended August 2018*

### **Pledge of Service to the Student Body:**

*As the Student Council of the Illinois Mathematics and Science Academy, we make the following pledge to the student body: We shall ensure that the voices of the students are respectfully heard, acted upon, and that the students' best interests are properly served. Student Council shall uphold the rights of all students by serving as the liaison between the students and the IMSA community. We shall strive towards improving the quality of life of all students. These are the responsibilities that we undertake wholeheartedly and of our own volition.*

### **Preamble**

We, the students of the Illinois Mathematics and Science Academy, in order to promote the rights and the interests of the students, to develop harmonious relationships within the various groups of the IMSA community, to charter and assist the clubs of the IMSA community, and to act as a voice on matters that directly impact the IMSA community, do hereby establish the Constitution of the Illinois Mathematics and Science Academy Student Council.

### **Article I: Name**

This entity will be known as the Student Council of the Illinois Mathematics and Science Academy.

## Article II: Purpose and Powers

The purpose of this organization shall be to improve the lives of the IMSA student body. This includes, but is not limited to, addressing the individual concerns of the student body, chartering and supporting clubs, and representing the student body to the IMSA community as well as the outside world. Student Council will be both the voice of the students and the liaison between the students and the IMSA Community.

The powers of the Student Council shall include the following:

1. Deciding and acting upon issues that involve a significant part of the IMSA student body.
2. Providing representation on behalf of the student body to concerned parties.
3. Managing the club chartering process.
4. Funding all Student Council-chartered clubs.
5. Organizing and overseeing all Student Council elections.
6. Forming a group, task force, or committee to fulfill any goal that it deems necessary for the welfare of the student body.

## Article III: Membership

### Section One: The Cabinet

The Cabinet consists of the Executive board, the At-Larges, and the Hall Senators. The entire Cabinet must meet weekly. The Cabinet must also meet before the beginning of the school year to plan and prepare for the upcoming year, including but not limited to work on yearly goals and club chartering.

#### A. The Executive Board

The Executive Board consists of the President, Vice President, Treasurer, and the At-Larges.

- a. The duties of the **President** are as follows:
  - i. To call and preside over all meetings of the General Assembly and of the Cabinet.
  - ii. To serve in an advisory capacity to any action group, task force, or committee.
  - iii. To act as a liaison between the Student Council and the IMSA Board of Trustees
  - iv. To make necessary executive decisions.
  - v. To create an agenda for all meetings over which the President will preside.
  - vi. To be familiar with the Student Council Constitution

- b. The duties of the **Vice President** are as follows:
  - i. To aid the President with his or her duties.
  - ii. To act for the President in his or her absence.
  - iii. To assign members of the cabinet different responsibilities including but not limited to Sodexo Liaison, IMSA Alumni Association Liaison, Parent Association Council Liaison, Information Resource Center Liaison, and Facilities Liaison
  - iv. To preside over internal affairs including but not limited to training members, organizing project teams, and managing Student Council reflection
  - v. To be familiar with the Student Council Constitution
- c. The duties of the **Treasurer** are as follows:
  - i. To maintain an accurate and updated record of finances and report any changes in finances to the rest of the Council.
  - ii. To oversee all financial matters of the Council with the aid of the Student Council Advisor(s).
  - iii. To oversee the club chartering process in conjunction with the Student Council Advisor(s)
  - iv. To manage clubs through check-ins and probation for clubs who fail to hold events adequately
  - v. To be familiar with the Student Council Constitution

The At-Larges consist of one senior, one junior, and **two sophomore class** representatives.

- d. The general duties of the **At-Larges** are as follows:
  - i. To act as the liaison between Student Council and his or her respective class.
  - ii. To actively inform members of his or her class of Student Council project work/progress
  - iii. To be familiar with the Student Council Constitution

## **B. Hall Senators**

- a. The specific duties of the **Hall Senators** are as follows:
  - i. To act as the liaison between Student Council and his or her respective hall
  - ii. To actively inform residents of his or her hall of Student Council project work/progress

## **Section Four: Advisor(s)**

- A. Duties of the Advisor(s) are as follows:
  - a. To act as a resource in all matters for which they are able to provide assistance and is deemed necessary for the proper function of Council.
  - b. To assist Student Council in fundraising activities.
  - c. To work with the Treasurer to supervise accounts under the control of the Student Council.
  - d. To be familiar with the Student Council Constitution.

- e. Complete agreed upon tasks in a mandated time period.
- f. To make the final decision in the Club Chartering process

## **Article IV: Qualifications and Penalties**

### **Section One: Qualifications of the Cabinet**

Each member of the Cabinet must have won his or her election. Each Cabinet member must adequately perform their respective duties, remain in good academic standing, and be in accordance with the Attendance and Penalties By-laws. Each At-Large must be a member of the IMSA class for which he or she is a representative.

## **Article V: Meetings**

- A. All major meetings of the IMSA Student Council shall be designated as a General Assembly, a Forum, or an Cabinet meeting. General Assemblies are used to update the student body on Student Council progress as well as to seek student input on general Student Council work. Forums are used to gain student input specific to a single project or topic. Cabinet meetings are used for Student Council members to have discussions about various topics and are only sometimes open to anyone.
- B. General Assembly and Forum meetings are open to the public.
- C. Cabinet meetings should be held on a weekly basis and **general assembly meetings should be held at least once per semester**. Attendance at Cabinet meetings is determined by the Attendance and Penalties By-Laws.

## **Article VII: Documents**

This Constitution shall take precedence over any by-laws or documents published by the Council. By-laws shall be used to provide implementing procedures and instructions for Student Council members. By-laws must comply with the governing principles and procedures specified within this Constitution.

## **Article VIII: Vacancies**

- A. Should the post of President become open, the order of succession shall follow the order of seniority: President, Vice President, Treasurer, Senior At-Large, Junior At-Large, Hall Senators, Sophomores At-Large.
- B. Should any post in the Executive Board become vacant before the end of the first quarter, the remaining Executive Board may decide based on a majority vote whether a general election will be held to replace the

vacant position. If such a post becomes vacant after the end of the first quarter, only members of the Executive Board will be eligible to run for the position.

- C. Should a Hall Senator post become vacant at any time in the school year, it shall be the decision of those represented by the person whose position has just been vacated whether they desire a replacement. A vote of those aforementioned shall determine the new representative, assuming the candidate meets the qualifications listed in Article IV and Article V.
- D. In the event of a vacancy, it is necessary for any person who currently holds a Student Council position and is elected to another office to forfeit his or her original position.

### **Article IX: Amendments**

A three-fourths majority of the Cabinet is needed to approve any amendment to this document. Amendments to the by-laws will require a two-thirds majority vote. All ratified amendments shall take effect immediately.

### **Article X: Annulment**

This document may be annulled by a three-fourths majority of the Cabinet provided that a new Constitution has been created.

### **Article XI: Ratification**

A three-fourths majority vote of the Cabinet shall be necessary in order for this Constitution to be considered active.

## **Attendance and Penalties By-Laws**

**Introduction:** The purpose of the Attendance and Penalties By-laws is to serve as an informational supplement to the IMSA Student Council Constitution. As referred to in the constitution, this document shall contain the guidelines for which attendance will be kept.

### **Section 1: Attendance**

- 1. Policy
  - a. Members of Student Council are expected to attend all meetings that are required by their position.

## 2. Classification

- a. An attendance violation is deemed as either a tardy or an absence.
- b. An attendance violation from a Cabinet meeting may be classified as either excused or unexcused. Requirements, procedures, and consequences will then be examined accordingly..
- c. An absence is given to a member who fails to arrive by the end of the first half of the meeting.

## 3. Excuse policy

- a. As Student Council is a commitment taken by self-volition, the only reasons for which absences may be excused are medical, family, or academic requirements (which do not include too much homework). Other situations may be determined by the President or the Vice President on a case-by-case basis.
- b. If a member was excused from school for any reason, she/he is also excused from the day's council duties.
- c. Attendance violations will only be excused if a member notifies the President or Vice President in advance. An exception may exist in the case of an emergency, as determined by the President or Vice President on a case-by-case basis.

## 4. Penalties

- a. Excused attendance violations carry no penalty
- b. If a member frequently is absent to meetings and unable to perform their duties adequately, they will be considered for impeachment

## **Section 2: Penalties**

To serve the Student Body by being on Student Council is a privilege. In order to maintain this honor, members of the General Assembly must fulfill their duties to the utmost extent possible.

### A. Grounds for Impeachment include, but are not limited to, the following:

1. Violations of attendance as stipulated in the Attendance and Penalties by-laws.
2. Dereliction of duties as outlined in the Constitution
3. Serious violation of Academy/Disciplinary Policy that interferes with the member's ability to fulfill his or her Council duties.

### B. Any student currently enrolled at IMSA may initiate impeachment.

### C. After a charge of Impeachment has been raised, the Cabinet will evaluate the validity of the complaint and then either conduct a thorough investigation or discard the complaint.

### D. The investigation will be done with the exclusion of the Cabinet member in question.

### E. If the member in question is the President, then the investigation will be done with the exclusion of that member and the inclusion of the Advisor(s).

- F. If a charge of Impeachment is found to be valid after the investigation, then a vote will ensue by the Cabinet.  
If a three-fourths majority vote is in favor of the Impeachment, then that member will be removed from his or her position.

If three charges of Impeachment are found to be valid after the investigations, then that member will automatically be removed from his or her position.

# Club Chartering By-laws

Introduction: Any member of the IMSA community may request that Student Council charter a club. The guidelines for this process are listed below. It is the role of Student Council to recognize and support the chartered clubs in accordance with these by-laws.

## Section 1: Procedure for New Club Chartering

1. Anyone wishing to charter a club must observe the following procedures:
  - a. Clubs can either be chartered at the end of the school year for the following term or the beginning of the next school year
  - b. Everyone requesting club chartering must complete the Club Chartering Application completely.
  - c. All applications will be reviewed by both Student Council Cabinet and Student Council Advisors.
  - d. Student Council Cabinet will provide student input for the Student Council Advisors concerning each Club's application
  - e. Student Council Advisor(s) will have the final choice of chartering clubs
  - f. Within two weeks, clubs that have been rejected have an opportunity to appeal for their charter
  - g. All clubs are nullified at the end of each school year. Therefore, they must re-charter either at the end of the school year for the following year or either at the end of the school year for the following year or at the beginning of the next school year.
2. Appeal
  - a. In the case that a club's charter is denied, a group wishing to appeal the decision of Student Council and its advisors may then submit a request stating the reasons for the appeal.
  - b. Student Council Advisor(s) will make the final decision regarding the club

## Section 2: Club Responsibilities

- a. All clubs must exist within the confines of all IMSA policies, including and not limited to those in the Student Handbook and must adhere to the Club Chartering by-laws.
- b. Clubs must allow all members of the IMSA community to participate in club activities, unless the club is a competitive team or music group, in which case it must allow all members of the IMSA community to audition or try out for the club.
- c. All Club Heads must send reports/updates/summaries about the level of the club's activity to Student Council at the end of every semester.
- d. All clubs will be held accountable for the conduct of their guests
- e. Off campus events must be communicated to Student Council Advisors at least 48 hours in advance



- f. All club charters expire after the official end of the fourth quarter, before the week of final exams. No club may hold events on campus after this expiration.

### **Section 3: Club Advisor Responsibilities**

- a. The club advisor must be an adult who is affiliated with IMSA.
- b. The advisor must give permission for the club head to reserve space for all club activities.
- c. The advisor is responsible for ensuring that the appropriate number of chaperones is present for club activities.
- d. The advisor is responsible for making travel arrangements for the club.
- e. The advisor is responsible for guaranteeing the cleanliness of the facilities and preventing all foreseeable damage to equipment used by the club.
- f. The advisor can advise as many clubs as they'd wish. However, they must be able to fulfill the Club Advisor Responsibilities for each and every club they advise. Club advisors must keep themselves updated on all of their clubs' activities.

### **Section 4: Club Privileges**

Once a club has obtained a charter, it is entitled to, but may not be limited to, the following privileges:

- a. Recognition as an official IMSA club
- b. The right to include IMSA in its club name
- c. Usage of academic facilities for meetings and program space
- d. The ability to post advertisements around campus
- e. The ability to request money from Student Council
- f. The ability to reserve a spot at the Club Fair
- g. The opportunity to be featured in the yearbook
- h. Usage of external allocated funds (if applicable)

### **Section 5: Procedure for Requesting Money from Student Council**

- a. A chartered club can request money from Student Council by filling out the Fund Request form found on the Student Council website. This form must be submitted to the Treasurer no later than two weeks before the purchase is made.
- b. Upon receiving 4 approvals from the Student Council Cabinet, the request will be approved.
- c. The club must turn all receipts into the Student Council Advisor or Treasurer within one week of the purchase.

### **Section 7: Procedure for Reserving School Facilities from Student Council**

- a. The student head of the club should request a space from the Facilities Coordinator, as well as the Campus Activities Coordinator.
- b. The club's advisor should submit permission to Facilities Coordinator for the usage of the facility and ensure the presence of a chaperone during the event.

**Section 8: Nullification of Club Charters and Probation Procedure**

- a. Any club that commits a serious act against the IMSA community or fails to fulfill its responsibilities (as stated in Section III of these by-laws) can be brought up for nullification by any member of the IMSA student body.
- b. Student Council Advisors have the right to nullify the charter of any club if said club has failed to uphold its responsibility to Student Council and the IMSA community.

## **Elections By-laws**

The purpose of the Elections By-laws is to serve as an informational supplement to the IMSA Student Council Constitution. As referred to in the Constitution, this document shall serve as a guide to the way that Student Council elections shall be executed.

### **Section 1: All Candidates**

1. All members of the IMSA Student Council shall be elected for one school year.
2. Voting for all members will be conducted by secret ballot.
3. All candidates must run individually.

### **Section 2: Campaign Guidelines**

1. Only one poster is allowed, unless otherwise stated by the President or Advisor(s), and it must be 8.5 x 11 inches in size.
2. Posters may be submitted to Club Hub located on the Student Council Website to be broadcasted around the school.
3. All posters, flyers, and campaigning materials must be approved by the Student Life office.
4. Treats (such as candy, money, food, or favors) may not be distributed.
5. Mass emails and social media (i.e. Facebook, Twitter) may not be used in campaigning
6. Candidates are responsible for the removal of campaigning materials after their respective elections.
7. All campaign speeches must be viewed and approved by the Student Council Advisor.
8. These guidelines hold valid unless the President or the respective Student Council member organizing the election explicitly tells otherwise.
9. Any candidate violating the above guidelines or demonstrating offensive behavior may be removed from the elections by the Advisor.

### **Section 3: The Executive Board**

1. The Executive Board shall consist of the President, the Vice-President, the Treasurer, the Senior-at-Large, Junior-at-Large, and the 2 Sophomore-at-Larges.
2. Each member of the Executive Board will be elected by the two returning classes during the fourth quarter of the school year prior to their term.
3. Any candidate wishing to run for the office of President needs to have been a member of Student Council.
4. Applications for Presidential candidates must be reviewed and approved in advance by the current Student Council President. This process is to make certain that all Presidential candidates have the

experience and expertise to effectively run this organization and serve as the Student Liaison at the IMSA Board of Trustee meetings.

**Section 4: The At-Larges**

1. There will be four At-Larges: one Senior At-Large, one Junior At-Large, and two Sophomore At-Larges.
2. All At-Larges must be a member of the class for which they are running to represent.
3. The Senior-and Junior At-Larges will be elected during the fourth quarter of the school prior to their term by their respective classes.

The two Sophomore At-Larges will be elected during the first quarter of the school year for which they will serve by their respective class.

**Section 5: Hall Senators**

1. There will be one Hall Senator for each of the 7 halls.
2. Hall Senators must be a prospective member of the hall for which they are running to represent.
3. Hall Senators will be elected during the fourth quarter of the school year prior to their term by their respective hall.