

Constitution
Of
Kennesaw Mountain High School

PREAMBLE

We believe that the Student Leadership of Kennesaw Mountain High is an educational instrument designed to provide actual learning experiences in leadership and opportunities for community service and for practicing the qualities of good citizenship necessary for effective membership in a democratic society.

ARTICLE I: Name

The name of this organization shall be "Mane Link" to represent the student body of Kennesaw Mountain High School.

ARTICLE II: Objectives/ Purpose

- Section 1: The Purpose of the Student Leadership team is to:
- A. Provide opportunities for the training of leaders, the practice of good citizenship and dedication, and the promotion of service as a way of life.
 - B. Foster unity in realizing the ideas of education and democracy.
 - C. Serve as a link to establish better relationships between the administration, the students, the Parent Teacher Student Association, and the community at large.
 - D. Provide a medium of exchange for ideas, activities, and problems.
 - E. Conduct activities that will stimulate the involvement of the student body.
 - F. Promote positive respect for the school and the community.
 - G. Aid individual KMHS Students in establishing and maintaining an effective school climate that celebrates academic and extracurricular success.

ARTICLE III: Membership

Section 1: All students at Kennesaw Mountain High School shall be considered a member of the student leadership team, with voting members consisting of the Mane Link Executive Board and class officers.

Section 2: Active Members
Membership will consist of senators and representatives, the duly elected officers of the four classes, and the executive board, as identified in Article IV.
One will gain membership in the Mane Link by successfully completing the nomination procedure or elected under the procedures defined by this document.

Section 3: Dismissal of a Member

- A. Any member will be issued a court date if he/she has more than 3 unexcused absences from meetings or required events. If a person is late to a meeting or event yet arrives within 5 minutes of the designated arrival time, they will be given an unexcused tardy. If a person is more than 5 minutes late to an event or meeting,

they will be given an unexcused absence. It is the responsibility of the member to get the meeting excused prior to the meeting. The Secretary and the Parliamentarian do have the rights to schedule court dates if someone is in violation of the attendance policy.

- B. At all court dates, the President, Vice Presidents, and Mane Link Sponsor must be present. A member will be removed from service by a 2/3 majority vote of these officers. (Or by majority vote)
- C. Upon the creation of a vacancy of a position, the executive board has the authority to appoint another alternate.

Section 4: Impeachment

- A. Any officer or representative of the Mane Link may be recommended for impeachment. The following is the criteria
 - 1. The accusation will be a signed written statement to the Executive Board. The officer has an obligation to the executive Board to answer the charges and have an opportunity for a trial by Jury.
 - 2. The Executive Board, if finding the accusations to be valid, will remove that student from office by a 2/3 majority vote.

Upon the Creation of a vacancy in the position of President, the Executive Board will vote for one of the Vice Presidents to succeed the President for the remainder of the term.

Officer duties can be found in Article IV.

Section 5: The administration has the authority to remove any student from service at their discretion without rebuttal.

ARTICLE IV: OFFICERS

Section 1: The Executive Board (updated 13 March 2018 by Sponsors and Constitution Board)

- A. The Executive Board shall consist of the appointed office Boarders and the advisors to these officers. This shall include but not be restricted to the offices of President, Vice Presidents, Secretary, Treasurer, and administrative staff.
- B. The elected/appointed officers of this organization shall be a president of the school, five vice presidents of the school, and Administrative Assistant, a treasurer, and a parliamentarian for the school.
- C. The President shall preside over and conduct weekly meetings in accordance with accepted parliamentary procedure (Roberts Rules of Order). Oversee and aid all Mane Link activities. Represent Mane Link at special school events, civic clubs, and other out-of-school organizations. Liaison between school administration, PTSA, and the class sponsors. Uphold the character and integrity of the organization.
- D. The Vice President shall assist the President in the discharge of his/her duties and responsibilities. Oversee and aid all Mane Link activities with the President. Aid all

positions with events and plans. Assume the duties of the President if the President is unable to attend an event or meeting.

- E. The Vice President of the House shall assist the President in the discharge of his/her duties and responsibilities. Preside over the meetings of the freshmen class. Oversee and aids all freshman events as well as all Mane Link activities.
- F. The Vice President of Academic Affairs shall assist the President in the discharge of his/her duties and responsibilities. Oversee the successful operation of the Vision Quest Program. Lead Vision Quest Director(s) in all operations.
- G. The Vice President of Community Affairs shall assist the President in the discharge of his/her duties and responsibilities. Preside over and conducts Inter-Club Council (ICC) Meetings on the last Friday of every month. Communicate regularly with all clubs to keep them informed. Complete all service reports and credits. Manages community-related events. Lead Community Chair in all operations.
- H. The Vice President of Communications shall assist the President in the discharge of his/her duties and responsibilities. Maintaining social media, website, Stall Street, and event promotions. Lead the Public Relations Chair.
- I. The Secretary takes notes and prepares adequate minutes of each regular and called meeting. Prepare and maintain all necessary Mane Link files. Prior to each meeting presents past meeting notes and agendas. Keep track of attendance for each officer. Notifies President and Vice President when an officer has broken the attendance policy.
- J. The Treasurer shall work with the Mane Link Advisor, the President, and the Vice President on funds and financial aspects of Mane Link. Maintain the financial records of Mane Link and all of its subsidiaries. Budgets for all events and expenses. Ensure that all money is deposited with the Kennesaw Mountain High School Bookkeeper.
- K. The Parliamentarian shall assist the President in maintaining parliamentary procedure. Act as the discipline arm of the meetings, Maintain order, and prosecutor of infractions. Conduct votes on any area of discussion during the course of a Mane Link Meeting.
- L. The Public Relation Chairperson shall inform the student body about school and community events. Publish and distribute The Stall Street Journal every week. Create posters and/or tickets for all Mane Link events. Assist the VP of Communications.
- M. The Vision Quest Director(s) shall aid the Vice President of Community Affairs. Lead with all Vision Quest duties.
- N. The Spirit Chairperson shall be responsible for all spirit at Kennesaw Mountain High School. Organize spirit events and class competitions.
- O. The Entertainment Chairperson shall plan and oversee parties, outings, and trips of the Executive Board and class officers to ensure that all members of Mane Link remain excited about the school and their responsibilities.
- P. The Historian shall keep record of all Mane Link events, mainly through photography and scrap booking. Work closely with Secretary to ensure that all

Mane Link and community events are documented to maintain traditions. All records should be kept on the "H" drive and the development of the current Bible.

- Q. The Community Service Chair shall assist the Vice President of Academic Affairs in the discharge of his/her duties and responsibilities. Complete service hour reports and enter service hours on behalf of the student body.
- R. The Bookkeeper shall assist the Treasurer in the discharge of his/her duties and responsibilities. Keep a complete summary of all budgets and money handlings through/for Mane Link. Constantly update the Mane Link Bible with money situations and handling, new Mane Link events, and any new part of a previous event that was changed.

Section 2: Executive Committee

- A. The Executive Committee shall consist of the cabinet and President, Vice President, Secretary, and treasurer of each class.
- B. During Executive Committee action each officer shall be entitled to one (1) vote. The sponsors and the school administration have veto power over all agenda items.
- C. The Executive Committee shall be responsible for conducting the business of the association on its behalf with the exception of those items requiring a vote of the membership as prescribed in the constitution.
- D. The Executive Committee will annually set the policies of the Mane Link in accordance with the Constitution, school handbook, local, state, and federal laws, to fulfill the wants and needs of a changing and growing school in a global economy.

ARTICLE V: Election of Officers

Section 1: Election Times:

- A. The elections for officers shall take place in the spring prior to the end of the school year in which the officers are to serve, as directed by the Cobb County School calendar.
- B. Elections can be held between the March and May time frame as the Executive Board sees fit.
- C. Elections for class officers will be held on the same day.

Section 2: Nominations and Qualifications:

- A. All students who run for office must be a full time Kennesaw Mountain High School Student.
- B. All candidates for office must complete an application and must be approved for eligibility before their name is sent for consideration and/ or entered on a ballot.
- C. All candidates must pass an interview process.
- D. Class representatives will be appointed by an application process.
- E. Students must meet all requirements required on the application in order to be nominated or run for office. Failure to do so will result in disqualification.

- F. A student who has been removed from Mane Link must have written approval from the Executive Board to run for office.

Section 3:

Election Procedures:

- A. Elections for sophomore, junior, and senior class officers shall be voted on by the present sophomores, juniors, and seniors.
- B. Sponsors will not post a list of all candidates until the ballot is finalized.
- C. Students who do not complete the deadlines are disqualified.
- D. Students who receive discipline action, break school policy, or local, state, federal laws prior to or during the election process will be automatically disqualified.
- E. Each class officer candidate must obtain 50 signatures from members of their class. If you are running for a Mane Link Leadership position you need 50 signatures from the student body.
- F. Each candidate must complete an interview process with the Executive Board. Interview should consist of discussion pertaining to balancing school work and Mane Link, commitment, work ethic, vision of upcoming year, and strengths and weaknesses of the candidate.
- G. Candidates who are not elected as officers may be given the option to serve as a KMHS representative for their class. Please complete a new application if applicable.
- H. Elections will be held on a Friday and results announced the following Monday after Verification by administration.
- I. The winners for each office will follow the three tiered voting procedure: Mane Link Executive Board's votes, teacher's votes, and the popular votes from the students. The 1st, 2nd, and 3rd place finishers in each category will be given the appropriate points. The candidate that has the most points will be the candidate elected to that office.

The Point systems is as follows:

	1 st Place	2 nd Place	3 rd Place
Teaches Vote:	6pts	4pts	2pts
Mane Link Vote:	6pts	4pts	2pts
Student Body Vote:	8pts	6pts	4pts

In the event of a tie, the Sponsors for all classes and the Mane Link Executive Board will vote and break the tie.

Section 4:

Campaign:

- A. Students should rely on personal contact as a campaign strategy.
- B. Maximum of 2 posters per student per black box. Posters may only be placed in the black boxes in the commons area of each hallway.
- C. Posters should only be standard poster size or smaller. No banners.
- D. Posters should not include any inappropriate, suggestive, vulgar language, or slander another candidate. All posters must be approved by the Mane Link Sponsors.

- E. Posters may be put up before school the Monday of voting week and must be removed Friday afternoon of voting week.
- F. Posters should not cover another candidate's poster.
- G. No candidate may give away candy, flyers, or stickers during the campaign.
- H. You may not use Student Council supplies.
- I. The Mane Link Executive Board has discretion in deducting points of students who fail to follow election guidelines.
- J. Campaigning is prohibited.

ARTICLE VI: Meetings

Section 1: Mane Link Meetings

- A. Mane Link shall hold a school wide meeting once a month in which the entire student body is invited to attend.

Section 2: Executive Board Meetings

- A. The Executive Board and class officers will meet every Friday afternoon at 3:45 in a designated room.
- B. The purpose of this meeting shall include, but not restricted to:
 - i. A financial report from the Treasurer
 - ii. Minutes from Past Meetings
 - iii. Vice President Reports
 - iv. Event Planning
 - v. Open Floor

ARTICLE VII: Organization

Section 1: Branch of Government

The Kennesaw Mountain High School's Mane Link shall be divided into three houses: the Executive board, the Class Officers, and the Class Representatives and Senators.

Section 2: Sponsors

- A. The sponsors will work with the leadership team and provide guidance into the safe and orderly functions of the Mane Link leadership team.
- B. The sponsors will have veto power as provided by the Kennesaw Mountain Administration.
- C. Sponsors will allow the students to run the organization only providing guidance unless the Executive Board's decision will endanger the reputation and safety of Kennesaw Mountain and its subsidiaries.
- D. Sponsors are to keep in mind that this is a student leadership organization, not a political tool for personal advancement.

ARTICLE VII: Leadership Workshops

Section 1: Student Workshop

The Executive Board shall provide for an annual workshop to be held during the summer months for students to learn character expectations, team building, time management, responsibility, commitment, and other subjects deemed necessary by the leadership team and the sponsors.

Section 2: Executive Board

The Executive Board and the Sponsors will meet to provide a “Goals for the Year” list for the next school year during the summer months prior to the new school year.

That list must be approved by the administration prior to the new school year.

ARTICLE IX: Administration Authority

Section 1: The Principal shall appoint an advisor (sponsor) to oversee the guidance and training of the Mane Link and its activities.

Section 2: All actions of Mane Link are subject to review and possible veto by the principal and/or the Mane Link sponsor.

Section 3: Due to confidential issues, the administration has the authority to bypass the Executive board and the Sponsors as they see fit.

ARTICLE X: Rules of Order

On all parliamentary questions not specified in this constitution, Robert’s Rules of Order shall be the final authority.

ARTICLE XI: Amendments

Section 1: Proposal of Amendments

Amendments may be proposed in writing to the Executive Board by any member of the voting members of the Mane Link.

Section 2: Adoption of Amendments

Amendments shall be ratified by a two-thirds (2/3) majority vote of the Executive Board, a (2/3) majority vote of the class officers, and the approval of the administration and the sponsors.

ARTICLE XII: Ratification

The Constitution shall become effective following ratification by a three-fourths (3/4) majority vote of the official delegates appointed and elected of Mane Link.

