

Constitution of the Connecticut IB Academy Student Advisory Board (CIBA SAB)

Article I. Name

The name of the society shall be the Connecticut IB Academy Student Advisory Board.

Article II. Object

In order to create and execute a more meaningful student government, implement lines of communication between students, teachers, and administrators, form an educational experience, co-ordinate student activities, and promote the general welfare of the towns that send students to CIBA, we do ordain and establish this: The Constitution of the Connecticut IB Academy Student Advisory Board.

Article III. Membership

1. The membership of the SAB shall consist of any student at CIBA who is in good academic standing, including but not limited to a President, Vice President, Secretary, Treasurer, and 2 class representatives from each class (freshman, sophomore, junior, and senior).
2. A member shall be considered in good academic standing if they have earned a quarter GPA of 1.7 or higher.
3. Each member of the SAB shall take an active role in assisting with planning and executing social events at CIBA.
4. Each member in good standing shall have one vote at all meetings of the SAB.

Article IV. Attendance

1. All members are required to attend all meetings of the SAB. The SAB Advisor(s) must be notified of any anticipated absence from a meeting. A member who misses 2 or more meetings in a row without notifying the advisor(s) or 3 or more meetings in a row with notification will be considered on probation and must meet with the advisor(s) if they wish to continue membership in the SAB.
2. All members must assist in planning at least one SAB activity per semester.
3. All members must attend at least one SAB activity per semester.

Article V. Officers

1. The elected officers of SAB are: President, Vice President, Secretary, and Treasurer. The officers shall be collectively referred to herein as the Officer Board.
2. Each officer's term of office will be one academic year, with elections occurring at the end of the spring semester.
3. Each officer is to be an Active member of SAB and be in good academic standing at CIBA.

4. Any officer who does not maintain good academic standing, barring extenuating circumstances as approved by the SAB Advisor(s), must step down from office.
5. Each officer should be capable of representing the SAB. In addition, each officer should be able to devote the necessary time to the execution of that office.
6. Each officer, except the President, shall have one vote at all meetings of the SAB. The president's vote shall only be counted to break a tie. All members of the SAB will vote during a written secret ballot.
7. Each officer shall communicate and work with the SAB advisor(s) and CIBA administration as needed throughout their term.
8. Each officer must attend all SAB meetings in accordance with the attendance policy. Any officer that is placed on probation must meet with the SAB advisor(s) and remaining members of the SAB officer board to determine their continuation in their office.
9. Each officer must attend all SAB activities, barring extenuating circumstances. Any absence from an activity must be addressed with the SAB advisor(s) prior to an event.
10. Each officer must attend all Officer Board meetings, barring extenuating circumstances.

Section VI. Officer Duties

6.1 Duties of the President

- A. to conduct the SAB meetings (compose and distribute agendas, present and direct information at meetings, etc.)
- B. to represent the SAB at all SAB functions
- C. to attend PAC meetings in rotation with the other officers
- D. to plan and execute leadership activities at least once monthly at SAB meetings
- E. to keep the principal informed of upcoming events (via email, memo, or meeting)
- F. to keep the staff at CIBA informed of upcoming events (via email or memo)

6.2 Duties of the Vice President

- A. to write and submit announcements to the CIBA secretary for each SAB event
- B. to take attendance at all SAB meetings
- C. to keep track of CAS hours for SAB events
- D. to oversee the updating the SAB bulletin boards
- E. to represent the SAB at all SAB functions
- F. to attend PAC meetings in rotation with the other officers
- G. to plan and execute leadership activities at least once monthly at SAB meetings
- H. to conduct the SAB meetings in the absence of the president
- I. to represent the SAB at any required functions in the absence of the president
- J. to share in the presidential duties and responsibilities

6.3 Duties of the Secretary

- A. to take minutes at all SAB meetings, save an electronic copy to the student share drive and email a copy to all active members within 2 days of each meeting
- B. to create a synopsis of the SAB meeting minutes to be emailed to the SAB advisor(s) by the day following the meeting
- C. maintain the SAB gmail group, including accurate email addresses for all members

- D. to keep a calendar of all SAB events
- E. to represent the SAB at all SAB functions
- F. to attend PAC meetings in rotation with the other officers
- G. to let the CIBA secretary know of upcoming events, so as they can be marked on the school calendar
- H. to represent the SAB at any required functions in the absence of the president and vice president

6.4 Duties of the Treasurer

- A. to maintain and regularly update all financial records of the SAB
- B. to keep track of total donations for charity events
- C. to maintain copies of receipts and totals (raised and/or expended) for each SAB event
- D. to represent the SAB at all SAB functions
- E. to attend PAC meetings in rotation with the other officers
- F. to deliver receipts and totals to the CIBA secretary for each SAB event
- G. to take the minutes at SAB meetings in the absence of the secretary
- H. to represent the SAB at any required functions in the absence of the president, vice president, and secretary

Section VII. Class Reps

1. The elected class representatives of SAB will be comprised of two members of each class (freshman, sophomore, junior, and senior).
2. Each class rep's term of office will be one academic year, with elections occurring at the beginning of the fall semester.
3. Each class rep is to be an Active member of SAB and be in good academic standing at CIBA.
4. Any class rep who does not maintain good academic standing, barring extenuating circumstances as approved by the SAB Advisor(s), must step down.
5. Each class rep should be capable of representing the SAB. In addition, each class rep should be able to devote the necessary time to the execution of that office.
6. Each class rep shall communicate and work with the SAB advisor(s), the SAB Officer Board, and CIBA administration as needed throughout their term.
7. One or both of the class reps is responsible for maintaining the class facebook pages and posting information from the SAB facebook page to the class pages in a timely manner.
8. Each class rep must attend all SAB meetings in accordance with the attendance policy. Any class rep that is placed on probation must meet with the SAB advisor(s) and the SAB officer board to determine their continuation as a class rep.
9. Each class rep must attend all SAB activities, barring extenuating circumstances. Any absence from an activity must be addressed with the SAB advisor(s) prior to an event.

Article VIII. Class Rep Duties

1. Duties of class representatives:
 - A. to keep their class informed of all SAB events
 - B. to be in charge of or to facilitate planning of all class fundraisers or social events

- C. to rally the class to support and participate in SAB events
- D. to represent interests or concerns of the class in regard to CIBA or SAB events, occasions, and/or issues at SAB meetings

Article IX. Meetings

1. A regularly called meeting of the SAB will be held at least once a month during the regular academic year. In general, meetings are held every other week.
2. More than fifty percent (50%) of all active members of the chapter (as determined on October 1st and revised monthly), including at least half the Officer Board and half of the class reps will constitute a quorum at all meetings.
3. The general order of business for all chapter meetings will be:
 - A. Reading of the Minutes
 - B. Report of the SAB officers
 - C. Report of class reps
 - D. Old business
 - E. New business and Announcements
4. When appropriate, the general order of business may be changed by a motion from the floor.

Article X. Powers of the Council

1. The SAB shall not hold any policy-making or determining powers. It does, however, hold the power to act as an "expression of student opinion." It may express ideas, forward proposals and resolutions, and protest verbally actions or ruling made by the Board of Education or school administrators.

Article XI. SAB Resolutions

1. SAB Resolutions shall be proposals to the School Administration or Board of Education, the expressed opinion of the Student Advisory Board, or proposals of fund withdrawals from the SAB Treasury.
2. A resolution shall be passed by a 2/3 majority vote of the SAB. The President has the power to veto resolutions, whereupon, it is returned to the SAB for a second vote, with a ¾ majority vote needed to pass. The SAB Advisor(s) is then the only one who can veto the resolution. If this occurs, the resolution is deemed dead and cannot be brought up for another vote in its current state.
3. All ratified SAB Resolutions shall be submitted to the School Administration and the Board of Education.

Article XII. Faculty

1. One or two members of the CIBA faculty will serve as an Advisor to the Student Council.
2. The Advisor's duties shall be to keep the Council informed on all Faculty and Board of Education rulings that would affect the Council and student body, and to advise the Council on any topics related to the school policies about which it feels questionable.
3. The Advisor(s) has the ultimate power to veto any proposed action of the Council if he/she feels that it is not in the best interest of the school and student body.

4. The Advisor(s) should attend the CAS Fall Advisor's conference as well as make the opportunity available for students to attend the fall and spring CASC leadership conferences.

Article XIII. Amendments

1. Proposed amendments to this constitution must be presented at a regularly called meeting of the SAB. If three-fourths (3/4) of the votes of the total eligible voting membership are favorable, the proposed amendment is declared effective immediately unless otherwise stated in the amendment.
2. If the favorable vote on the proposed amendment is less than three-fourths (3/4), yet there is a majority vote, the proposed amendment shall be tabled until the next meeting. If at this time it receives a two-thirds (2/3) of the voted of the total eligible voting membership, it is declared adopted. If a favorable two-thirds (2/3) is not obtained, the amendment is declared defeated.
3. Corrections to spelling, grammar, punctuation, and numbering that do not affect the content of the constitution will be made at the discretion of the SAB Advisor and shall not require a vote by the SAB.
4. This constitution is subject to approval of the SAB Advisor and school administration.
5. This constitution is the original Constitution of the CIBA SAB. It was officially adopted at CIBA on 10/28/2013.