

PREAMBLE

We, the members of the Junior Council on World Affairs (JCWA) of Shaker Heights High School, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

ARTICLE I

Mission

The purpose of the Junior Council on World Affairs shall be to involve interested students in debate about current issues that affect the international community, and educate them about the organization of the United Nations.

ARTICLE II

Membership

Section 1. Membership in JCWA shall be limited to Shaker Heights High School students.

Section 2. Active membership in JCWA shall be conferred upon those members who:

- A. have paid fees and submitted any other materials (i.e. forms and position papers) before established deadlines;
- B. attend two-thirds ($\frac{2}{3}$) of all scheduled meetings;
- C. attend all meetings the month prior to his/her conference.
- D. have excused all absences before the scheduled meeting
- E. be in good standing.

ARTICLE III

Organization

Section 1. The officers of JCWA shall be elected by active members. Any student seeking to hold or holding office must fulfill the specific requirements of each position.

Section 2. The elected officers of JCWA shall consist of a Secretary General, Under-Secretary of Operations, Under-Secretary of Finance, Under-Secretary of Communication, and Under-Secretary of Research, who shall serve as the Executive Board. They act as representatives for the club.

Section 3. Elections:

- A. All officers shall be elected between the last conference and the end of the school year, and shall serve one-year terms. Newly elected officers will take office at the beginning of each academic year. In the event of the resignation or removal from office

of an officer, other than the Secretary-General, elections shall be held within two weeks of the original officer's resignation or removal from office.

B. All officers shall be elected by a simple majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives over one-half of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

C. A quorum of one-half ($\frac{1}{2}$) of the active members shall be reached for all meetings where officer elections take place.

D. All elections shall be conducted by secret ballot. The ballots shall be tabulated by at least two members of the Executive Board not running in the elections

E. Ballots for active members shall be accepted and tallied. Ballots for anyone who does not meet the criteria for active membership shall be disregarded and discounted from the number of votes. Should this result in a failure to reach quorum, further votes shall be conducted until quorum is met.

Section 4. Officer Duties:

A. The Secretary General shall preside at JCWA meetings. He/She is responsible for planning and leading meetings for the club and the Executive Board, and he should be current and informed on all club matters. The Secretary General and the Under-Secretary of Operations must ensure that all tasks are completed so that the club may run smoothly. Two years of active club membership are required to run for Secretary General.

B. The Under-Secretary of Operations shall attend all meetings, unless unable as a result of an unavoidable conflict in schedule, for the purpose of remaining informed about the current proceedings of the organization. The Under-Secretary of Operations shall preside at JCWA meetings in the event of the Secretary-General's absence. Should the Secretary General resign before the completion of his term of office, the Under-Secretary of Operations shall serve as Secretary General for the remainder of the academic year. He is specifically responsible for imposing the Constitution. The Under-Secretary of Operations must ensure that every aspect of club meetings and conferences run smoothly. Two years of active club membership are required to run for Under-Secretary of Operations.

C. The Under-Secretary of Communications shall be responsible for documenting all JCWA business and correspondence. Such responsibilities of the Secretary include, but are not limited to, recording minutes at all JCWA meetings and maintaining up-to-date files for all members, which will include meeting attendance, fund-raiser participation, conference performance, and adherence to deadlines. This information should be recorded to the website archives. In addition, the Under-Secretary of Communications is responsible for notifying club members of meetings primarily via announcements and posters. One year of active club membership is required to run for Under-Secretary of Communications.

D. The Under-Secretary of Finance shall handle all financial transactions of JCWA, including, but not limited to, the payment of fees associated with attending conferences, the purchase of materials necessary for maintaining meeting efficiency. The Under-Secretary of Finance shall record all transactions and record them to the website archives. Also, the Under-Secretary of Finance must prepare cost spreadsheets, including travel,

hotel, delegate and advisor costs for each conference. This position requires one year of active club membership.

E. The Under-Secretary of Research is responsible for compiling information that will advance the mission of JCWA. Specifically, this entails preparing committees for simulations, designing activities for club meetings in order to emphasize procedure and strategy, finding possible conferences, and being available to help club members with Model UN. One year of active club membership is required in order to run for Under-Secretary of Research.

Section 5. If any further tasks arise that cannot be fulfilled by the Executive Board members, they may appoint active club members to manage these tasks. Fund-raising organization, managing simulation, editing position papers and recruitment are examples of additional tasks. All actions by subsidiaries must be approved by the Executive board before taking effect

Section 6. In the event that there are more students than positions, students will be selected based on their standing in the club to be determined by the Board.

Section 7. First and foremost, JCWA is a student-run organization. Board responsibilities include but are not limited to meeting agendas, planning trips, planning simulations, and selecting members for conferences. The advisors have the right to overrule the board in issues of safety and legality; however, the board must be notified of such events. All financial transactions must be approved and made by the advisors, yet the board determines the proper allocation of finances. The board shall control and moderate all other activities not specifically stated in the above clauses.

Section 8. The board and the advisors share responsibilities for enforcing this constitution.

ARTICLE IV

Finance

Section 1. The Executive Committee will establish the fees for JCWA within the first month of the fall semester. The Under-Secretary of Finance must receive payment of fees by the specified date in order for a student to be eligible for that conference. The Under-Secretary of Finance shall maintain a record of students who have paid fees before this deadline.

Section 2. JCWA will finance its activities through conference fees, fund-raising projects, and may apply for subsidization from the Shaker Heights City School District.

Section 3. Should fees and fund-raising not sufficiently cover the fees required to attend a conference, members planning to participate in the conference may be asked to provide additional funding. If members choose not to provide additional funding, their money will be refunded.

ARTICLE V
Meetings

Section 1. Regular meetings shall be held on a weekly basis during the school year at a time set by the Executive Council and agreed upon by the active members.

Section 2. The basic agenda at regular meetings shall be as follows:

- A. Attendance Sign-In
- B. Call to Order
- C. Mock Conference Session / Committee Meetings
- D. Announcements
- E. Adjournment

Section 3. Action on any business requires a quorum of one-half ($\frac{1}{2}$) of the active members of the organization.

ARTICLE VI
Removal from Office

Section 1. Any JCWA officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least one-fifth ($\frac{1}{5}$) of the active members of the organization must be submitted to the Secretary General or the Under-Secretary of Operations before the Call to Order at a regular meeting. After the Adjournment of that meeting, the Executive Board, minus the officer whose removal is being deliberated, shall vote upon the validity of the request. A simple majority is required to accept or reject the request for dismissal.

A. Upon the rejection of a request for dismissal of an officer, no subsequent requests, pertaining to the same officer, will be accepted for four weeks.

B. Upon the acceptance of a request for dismissal of an officer, a copy of the request must be submitted within two days to the Faculty / Staff Advisor.

Section 3. At least three days before the next regularly scheduled meeting, the offending officer must be notified of the request and reasons for dismissal. The officer should come to the next meeting prepared to defend his dereliction of duty.

Section 4. The offending officer will be given at least ten minutes to present his case before the Executive Board while the quorum ($\frac{1}{2}$ of active members) is present and listening. The Executive Board has the exclusive right to question the defendant, but active members may submit questions to the Executive Board prior or during the trial.

Section 5. All impeachment votes will follow the same procedures as electoral votes (Article 3, Section 3)

Section 6. A majority vote of the Executive Board, a majority of all present members, and the approval of the Faculty / Staff Advisor is required to remove the officer.

ARTICLE VII Constitutional Amendments

Section 1. The Constitution is binding to all members of JCWA but is not binding unto itself.

Section 2. Amendments to the Constitution may be submitted in writing by any active member of JCWA before any regular meeting.

A. Proposed amendments must be accepted by a simple majority of the Executive Board and approved by the Faculty Staff / Advisor.

B. Following the approval of an amendment, all active members will be notified of its submission and asked to attend the next regularly scheduled meeting.

Section 3. A proposed amendment shall be presented at the first meeting after its submission at which three-fourths ($\frac{3}{4}$) of the active members are present.

Section 4. A proposed amendment will become effective after receiving a two-thirds ($\frac{2}{3}$) majority vote.

ARTICLE VIII Ratification

The undersigned student(s) of the Shaker Heights High School, after a three-fourths ($\frac{3}{4}$) affirmative vote of active members and advisor approval, do hereby agree to follow the guidelines of this Constitution.