

Leavitt Middle School
Student Council
Constitution

Article I: Name

The name of this organization shall be the Leavitt Middle School Student Council.

Article II: Purpose

The purpose of this council shall be to:

- 1) Be positive role models.
- 2) Give the student body a voice in decision-making.
- 3) Encourage new ideas.
- 4) Encourage all students to participate in school activities.
- 5) Raise money for worthy causes.
- 6) Community Service.

Article III: Membership

Section I: All students in grades 6-8 shall have the opportunity to run for a student council representative.

All students in grades 7-8 have the opportunity to run for Vice President, Secretary, and Treasurer and those in 8th grade shall have the opportunity to run for President.

Section II: The principal and/or assistant principals shall (have or be) the final authority over all actions of the student council.

Article IV: Student Government

Section I-Offices: The Student Government shall consist of:

- 1) Student Body Officers: The student body shall consist of six elected positions including that of president, first vice president, second vice president, secretary, treasurer, and historian.
- 2) Representatives: Members of the council.
- 3) No person shall occupy two leader positions.

Section II-Meetings: The student council will conduct formal meetings when necessary to vote on various ideas and proposals.

- A. The student council shall conduct its meetings under the authorized and recognized source of parliamentary procedure.
- B. The student council meetings shall be held at a regularly scheduled time to be voted upon by the student council.
- C. The student body president, or the student council advisor, may call emergency student council meetings.

Section III-Student Council:

A. Duties:

- 1) Be present at all student council meetings.
- 2) Keep accurate notes at all student council meetings and report in full to his class at each class meeting.

- 3) Hear suggestions and report them back to the student council.
- 4) Be present at all mandatory activities sponsored by the student council or shall give 36 hours written notice concerning the absence.

Section III- Student Council Power:

- A. All legislative powers shall be vested in the student council unless specifically prohibited by this constitution or the appropriate school administrator and advisor.
- B. The student council shall pass laws and regulations governing the student body, clubs, and organizations, and student council involvement in activities and/or projects, with approval from the principal.

Article V: Student Council Elections

Section I-Qualifications: Any student who wishes to run for a student body office shall:

- 1) Have a 2.50 gpa or higher on the most recent report card.
- 2) Have no failing grades on the most recent report card.
- 3) Have no unsatisfactory citizenship grades on the most recent report card.
- 4) Maintain a 2.50 gpa or higher throughout the term in office.
- 5) Have no failing grades throughout the term in office.
- 6) Have no unsatisfactory citizenship grades throughout the term in office.
- 7) Complete an application form.
- 8) Collect all current teachers' signatures.
- 9) Obtain Parental Permission.
- 10) Agree to leaderships attendance policy.
- 11) Be in 7th or 8th grade to run for Historian, Treasurer, Secretary, or Vice President or be a current 6th or 7th to run or be in 7th or 8th to hold the position.
- 12) Be in 8th grade to run for president.
- 13) Maintain grades and behavior throughout the year.

Section II Officers: The student body officers shall be elected in an open election. Election for those positions shall be held during the second semester of each school year.

Requirements to Run:

- 1) Student body president: Must be an 8th grader, have one year student council experience, and maintain a weighted cumulative 2.50 GPA.
- 2) 1st vice president, 2nd vice president: Must be in 7th or 8th grade and have one year of student council experience, and maintain a weighted 3.0 cumulative GPA.
- 3) All candidates shall have citizenship recommendations from all his current teachers.
- 4) All students shall have approval through the dean of students and the attendance office.
- 5) All candidates must have maintained a cumulative 2.50 GPA.

Section III: There shall be a limitless amount of candidates for each office.

Section IV: The term for each officer shall be for one year.

Section V: Each officer shall be responsible for performing the duties assigned to him/her by the student council as detained in Article VIII.

Article VI: Representatives

Section I-Qualifications:

- 1) Have a 2.5 GPA or higher recent report card.
- 2) Have no failing grades on the most recent report card.
- 3) Have no unsatisfactory citizenship grades on the most recent report card.
- 4) Maintain a 2.5 GPA or higher throughout the term in office.
- 5) Have no failing grades throughout the term in office.
- 6) Have no unsatisfactory citizenship grades throughout the term in office.
- 7) Complete an application form.
- 8) Collect all current teacher's signatures.
- 9) Obtain parental permission.
- 10) Agree to leadership attendance policy.
- 11) Maintain grades and behavior throughout the term in office.

Section II- There will be 3-5 representatives elected from each grade level depending on the number of candidates and to be determined by the student council advisor.

Section III- The term for each representative shall be a one-year.

Section IV- Each representative shall be responsible for performing duties assigned to him/her by the student council as detailed in Article VIII.

Article VII: Removal From Office

The following guidelines have been set forth for the removal of an officer or a representative from the student council.

Section I-

- A. Members of the student council and student body officers may be removed from their positions by the student council advisor with the consent of the principal.
- B. Members of the student council and student body officers will be removed from office for:
 - 1) Repeated/continual misfeasance (doing your job incorrectly).
 - 2) Repeated/continual malfeasance (doing something illegal not necessarily related to your job).
 - 3) Repeated/continual nonfeasance (not doing their job as defined by the constitution).
 - 4) Three(3) unexcused absences to mandatory student council activities.
 - 5) Expulsion from school.
 - 6) Failure to maintain grade standards defined by this constitution, or unsatisfactory citizenship as demonstrated through disciplinary action by the administrative offices of Leavitt Middle School.
- C. Members of the student council and student body officers may be removed for:
 - 1) Suspension from school
 - 2) More than one RPC for any reason during the course of one semester of their term.

Section II: If an officer or representative has more than 10 unexcused absences in a semester, he/she will be removed from office.

Section III: If an officer or a representative does not have a minimum of a 2.75 gpa for a quarter, he/she will be removed from office.

Section IV: If an officer and or representative receives and "F" in a class for a quarter, he/she will be removed from office.

Section V: If an officer or a representative receives a "U" for citizenship in a class for a quarter he/she will be removed from office.

Section VI: If an officer or a representative does not participate regularly in student council activities, he/she can be removed from office from a majority of a vote by the student council.

Section VII: If an officer or a representative displays a continued lack of respect for others in student council activities, he/she can be removed from office be a majority vote of student council.

Article VIII: Duties of the Officers and Representatives

Section I-Duties of the President:

The Student Body President shall:

- 1) Preside at and prepare an agenda for all formal meetings.
- 2) Set goals at the beginning of the year for money to be raised and activities to be planned.
- 3) Organize fundraisers and special activities.
- 4) Enlist class members and student council members to help with projects and decisions.
- 5) Call regular meetings of the student council.
- 6) Clear all activities with the school administration ahead of time.
- 7) Be enrolled in the early bird leadership class.
- 8) Be chief executive of Leavitt Middle School's student body.
- 9) Be chief liaison between the student council and the administration.
- 10) Be present at all student council meetings and activities, or shall give 36 hours notice concerning their absence.
- 11) Set up any committees deemed necessary in cooperation with the student council advisor.
- 12) Be responsible for seeing that all laws set down by the student council are carried out.
- 13) Provide over the student council.
- 14) Be responsible for setting the agenda for each student council meeting in cooperation with the student body secretary and the student council advisor.
- 15) Represent Leavitt Middle School in an honorable and respectable manner at all times.

Section II- Duties of the 1st Vice President:

The Student Body 1st Vice President shall:

- 1) Preside at and prepare an agenda for all formal meetings when the president is unavailable.
- 2) Help organize fundraisers and special activities.
- 3) Enlist class members and student council members to help with projects and decisions.
- 4) Call regular meetings of the student council when the president is unavailable.
- 5) Clear all activities with the school administration ahead of time when the president is unavailable.

- 6) In the absence of the student body president, the vice-president shall take over the duties of the student body president.
- 7) Be present at all student council meetings and activities, or shall give 36 hours notice concerning their absence.
- 8) Organize the running of all activities and assemblies in cooperation with the student council advisor.
- 9) Represent Leavitt Middle School in an honorable and respectable manner at all times.

Section III- Duties of the 2nd Vice President:

Student body second vice-president shall:

- 1) In the absence of the first vice-president, the second vice-president shall take over his or her duties.
- 2) Assist the president and the vice-president in any duty they seem necessary.
- 3) Be present at all student council meetings or activities or shall give 36 hours written notice concerning the absence.
- 4) Be enrolled in the early bird leadership class.
- 5) Organize and supervise the planning of all community service projects.
- 6) Coordinate and organize each of student-council sponsored dance.
- 7) Represent Leavitt Middle School in an honorable and respectable manner at all times.
- 8) Accept responsibilities delegated by the president.
- 9) Attend all student council meetings.

Section IV- Duties of the Secretary:

The Student Body Secretary shall:

- 1) Accept responsibilities delegated by the president.
- 2) Attend all meetings and take accurate notes.
- 3) Be responsible for student council mail and correspondence.
- 4) Type all student council business information.
- 5) Distribute minutes of previous meeting in student council meeting.
- 6) Inform the appropriate people if meeting is being called.
- 7) Be enrolled in the early bird leadership class.
- 8) Keep an accurate and detailed recording of all Student Council proceedings and see that copies of all meetings are distributed to the principal, the assistant principal over activities, and the student council advisor.
- 9) Be present at all student council meetings or activities or shall give 36 hours written notice concerning the absence.
- 10) Organize and record all class congress meetings.
- 11) Be responsible for all correspondence for the student council.
- 12) Work cooperatively with the student body president and the student council advisor to form agendas for all student council meetings.
- 13) Represent Leavitt Middle School in an honorable and respectable manner at all times.

Section V-Duties of the Treasurer:

The Student Body Treasurer shall:

- 1) Accept responsibilities delegated by the president.
- 2) Attend all student council meetings.
- 3) Keep a ledger of all accounts and makes regular reports at meetings about finances.
- 4) Maintain and help with all money, receipts, etc. through careful accounting.

- 5) Help with all fundraisers, projects and special events.
- 6) Be enrolled in the early bird leadership class.
- 7) Keep an accurate record of all monies collected and disbursed.
- 8) Be prepared at all times to account for the monies in his care.
- 9) Be responsible for working with the advisor to pay all outstanding bills and receipts.
- 10) Be present at all student council meetings or activities or shall give 36 hours written notice concerning the absence.
- 11) Represent Leavitt Middle School in an honorable and respectable manner at all times.

Section VI- Duties of the Historian:

The Student Body Historian shall:

- 1) Accept responsibilities delegated by the president.
- 2) Attend all student council meetings.
- 3) Help with all fundraisers, projects and special events.
- 4) Be the liaison between yearbook and student council.
- 5) Maintain a school scrapbook which documents all student council activities.
- 6) Be enrolled in the early bird leadership class.
- 7) Keep an account and documentation of all student council activities.
- 8) Be present at all student council meetings or activities or shall give 36 hours written notice concerning the absence.
- 9) Be responsible for the Silver Star Award planning and shall prepare, in cooperation with the student body president, the monthly packets necessary to obtain the Silver Star Award.
- 10) Produce a scrapbook documenting of all activities and requirements necessary for the Silver Star Award to be taken to the NASC State Conference each spring semester.
- 11) Compose two (2) articles for the NASC Chronicle Newsletter OR shall assign and supervise the composition of the articles by another student council member.
- 12) Represent Leavitt Middle School in an honorable and respectable manner at all times.

Section VII: Duties of the Representatives:

The Representatives shall:

- 1) Accept responsibilities delegated by the president.
- 2) Attend all student council meetings.
- 3) Help with all fundraisers, projects and special events.
- 4) Be enrolled in the early bird leadership class.
- 5) Must attend after school and weekend activities.
- 6) Must participate in all spirit days.
- 7) Must wear appropriate leadership gear for leadership days.
- 8) Assist in any duty the president and/or the class advisor deem necessary.
- 9) Be present at all student council meetings and activities or shall give 36 hours written notice concerning the absence.
- 10) Represent Leavitt Middle School in an honorable and respectable manner at all times.

Article IX: Election Procedures and Voting

Section I-Class Student Council Voting:

- A. A simple majority vote shall be required to pass any resolution before the student council with the exception of proposed constitutional amendments, which require a 2/3 majority.
- B. Members must be present for their vote to count.
- C. All students of Leavitt Middle School are encouraged to attend and present information or ideas to the student council at an open meeting when held.

Section II-Voting for Elections

- A. All enrolled students at Leavitt Middle School shall be allowed to vote in all student body elections, except 8th graders, if present the day of elections.

Section III-Election Procedures:

- 1) Campaigning for student body officers will begin on a given date to be determined by the student council advisor upon approval of an application.
- 2) A candidate may create and hang ten (10) flyers in appropriate areas around the school.
- 3) No posters or handbills will be permitted. Flyers can not be photocopied.
- 4) Homemade buttons may not be passed out in the school day.
- 5) No more than \$15.00 may be spent on materials. You may be asked to furnish receipts upon request.
- 6) All candidates must use their own supplies for their campaign (poster board, markers, etc.).
- 7) No Candy, pencils, or any other favors may be passed out during the campaign.
- 8) All flyers must be removed by designated date.
- 9) All candidates are expected to respect the rights of others to run for election, hang flyers, etc. Any candidate who participates in any type of inappropriate behavior that hinders the election will be the subject of disqualification.
- 10) No campaigning may be conducted while ballots are being cast.
- 11) Election results will be announced within twenty-four hours.
- 12) Students who break election rules are subject to disqualification as decided by the Leavitt middle School administration and student council advisor.

Article X: Vacancies

Section I-Filling Vacancies:

- 1) Student body president: If the position of the student body president is vacated, the first vice-president shall assume the presidency with all the privileges and responsibilities thereof.
- 2) Other Student body officers: Vacancies of the student body officers (other than president) shall be filled by election or appointment within the student council.
- 3) All vacancies shall be filled in order of authority.
- 4) Positions may be filled by appointment by the student council advisor (or president) with the advice and consent of the principal.

Article XI: Money Appropriations

Section 1-Payment of Bills:

- A. All indebtedness incurred and approved by the student council and the student council advisor shall be paid by student council action.
- B. Bills may only be paid with the consent of the student body president, student body treasurer, and the student council advisor.

Article XII: Amendments

Section 1-Amendments:

This constitution of Leavitt Middle School may be amended in the following manner:

1. Introduction of a resolution to the student council to amend the Constitution.
2. Passing the resolution with a 2/3 vote in the student council.
3. At the discretion of the principal.

Article XIII: Awards

Section 1-End of Year Awards:

- A. Each member of the 8th grade class will be represented at the 8th grade awards ceremony
- B. Each member of the 7th grade class will be represented at the 7th grade awards ceremony
- C. Each member of the 6th grade class will be represented at the 6th grade awards ceremony
- D. Each member with 3 years in student council will be given a special award
- E. The Student Council Advisor(s) and will select the overall award winner for each grade.

Revised on 12/19/18