

Alexander Graham Middle School Student Council Association Constitution and By-Laws

Article I: Name

The name of this organization shall be the Alexander Graham Middle School: Student Council Association (SCA).

Article II: Affiliation

This association shall be affiliated by written agreement with the National Association of Student Councils (NASC), which is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP).

Article III: Mission and Purpose

Section 1. Mission

The mission of the Alexander Graham Middle School: Student Council Association is to provide opportunities to enhance student leadership development and contribute to the overall benefit of our school.

Section 2. Purpose

The purposes of the Alexander Graham Middle School: Student Council Association shall be:

- a. To encourage the development leadership skills among all enrolled students.
- b. To provide leadership training for student council members and advisers.
- c. To assist our school to focus on relevant issues that affect them and to seek solutions to the ever-changing challenges that arise throughout the year.
- d. To encourage student to seek out opportunities for building civic skills and attitudes such as participation in elections, discussion and debate of issues, and collaborative decision-making.
- e. To encourage active, ongoing broad-based participation in leadership training activities at the school, district, state, regional, and national levels.
- f. To cooperate in purpose and function with the National Association of Student Councils (NASC) and other creditable organizations whose purposes are consistent with those of the NCASC.
- g. To recognize individuals and related participants for their service and contributions toward the fulfillment of the mission and purposes of the Alexander Graham Middle School: Student Council Association.

Article IV: Membership

Section 1: Definition of Membership

Members are all student council officers and representatives that have been elected by majority of votes from the student body of Alexander Graham Middle School.

- A. Officers - Identifies the officer positions, eligible grades for holding office, and establishes the time and process for elections. Student Council Officers Positions are:

President: (Elected from a rising 8th grader)

Duties and Responsibilities:

- Preside at meetings of the Executive Board of Officers and General Membership
- Represent the association on all public occasions and student council events where feasible
- In collaboration with the Student Council Advisor, develop year long agenda items for the organization

Vice President: (Elected from a rising 7th grader)

Duties and Responsibilities:

- Preside at meetings of the Executive Board of Officers and General Membership in the absence of the President
- The Vice President of the Student Council will represent the organization at all committee meetings

Secretary: (Open to all students that meet the candidate eligibility)

Duties and Responsibilities:

- Compile and keep the minutes of Executive Board of Officers meetings
- Maintain and distribute contact information for members of the organization
- Provide directions, notices, and the agenda of meetings to Executive Board of Officers and General Membership
- Coordinate any public relations materials relevant to the organization
- Perform other duties as delegated by the Executive Board of Officers as approved by the Advisor

Parliamentarian: (Open to all students that meet the candidate eligibility).

Duties and Responsibilities:

- Organizational Expert on “Roberts Rules of Order”
- Monitors and provides directions for the organization related to “Roberts Rules of Order” for conducting all meetings and organizational business activities.
- Reviews the meeting agenda to provide recommendations that will maximize the benefits of “Roberts Rules of Order
- In collaboration with Advisor, will update the club website as needed.
- Perform other duties as delegated by the Executive Board of Officers as approved by the Advisor

- B. Eligibility to hold office:
- a. All current serving Student Council Officers and Representatives must maintain a “C” average or better in all courses to remain a member of the organization.
 - b. Quarterly Report Cards must be presented to the Advisor for review and verification of eligibility to continue as a member.
 - c. Members who fail to maintain grades will be placed as a non-voting member on probation for one grading period. If the student fails to improve his / her grades by the next grading period, this will result in an automatic suspension from the Student Council.
 - d. Open representative seats that occur during the school year will be directed back to the grade level team teachers to conduct an election for a replacement representative. Officer positions that come open during the school year may be filled by a review from the advisor. The next student candidate who ran for each office during the most recent election and was the next highest receiver of votes will become the officer appointee.

Section 2: Election of Officers.

- A. The Student Council Election for Officers will take place each year during the Month of May at a time and date to be designated by the Student Council advisor.
- B. Eligibility to run for Student Council Officer:
Students may run for open offices based upon a call for elections by the Student Council Advisor. The required criteria to have a name added to the ballot include:
1. Completion of an application signed by parents.
 2. Three teacher recommendations
 3. No major school discipline issues (All Day ISS or OSS).
 4. Completed Essay (200 words - on a topic to be designated by the Student Council Advisor. This essay must address how the officer candidate will support the group and ideas for the continued success of the organization.
 5. All procedures for conducting campaigns and the election process will be defined by the advisor and presented to qualified candidates before the beginning of the election cycle.

(2013 Theme: "Serving Others, How I Can Make a Difference For My School Through Leadership".)

Section 3: Election of Representatives:

- A. Representative elections will take place during the start of school each year by Oct. 1.
- B. There will be one representative identified and appointed from each recognized homeroom.
- C. Conditions defined for eligibility to run for office will be same as those stated for officer candidates found in Section 2, item B.

Section 4: Committees:

- A. The organization shall have four on-going committees represented by members who are appointed based upon volunteer opportunities and approved by the Advisor.
- B. The on-going committees will include: Constitution and By Laws, Fundraising, Service Projects and Team Building.
- C. The agenda for these committees will be established by the Advisor based upon the year long plan established by the Executive Board of Officers.
- D. The on-going Student Council committees will be co-chaired by one student from the 6th grade and one student from the 7th or 8th grade.

Article V: Adviser

The Student Council Adviser is appointed by the principal, and acting as a designee of the Principal is empowered to manage council activities, oversee the council budget, provide leadership training, and assist with planning events, schedule meetings, as well as support the organization in an advising capacity.

Duties (include but not limited to):

- Appoint all committees required by the constitution, by-laws, or approved by the Executive Board of Officers
- Supports the organization in planning and delivering agenda items, committee responsibility, and school wise related programs.
- Serves as the school liaison for the organization to administration, staff, and interested parties.
- Coordinates all financial matters for the organization related to any fundraiser activity.
- Serves as the faculty advisor for the organization to school administration, staff, and interested community and related organizations.

Article VI: Meetings

Meetings are defined by the organization Advisor and will typically be established once a month.

Committee meetings will occur as needed based upon agenda items or overall function of the committee and as deemed appropriate by the Advisor.

Article VII: Quorum

A quorum for the purpose of voting or securing approval of agenda items will consist of an overall presentation of 50% of the general membership of representatives.

Officers are voting members of the organization and can be included in this tally towards a quorum.

Article VIII: Legislation

Items or issues to be reviewed by the Student Council are to be presented in writing to an officer who will print to the attention of the Executive Board. The Executive Board which consists of all officers and the advisor(s) will consider all items or issues presented in writing and determine the best course of action. Based upon the decision of the Executive Board, items or issues will be moved to the agenda for review at the next general meeting of the membership (representatives) or a response will be provided in writing back to the individual submitting an item or issue for consideration.

Articles IX: Amendments

A proposed amendment shall be submitted in writing to an officer who will print to the attention of the Executive Board. This constitution may be amended if the amendment is distributed in writing or digital format to all representative members for consideration once each semester. This constitution may be amended if an amendment has been approved by a majority of the Executive Board, is presented to the representative membership at an appointment meeting by the advisor (once a semester) receives a two-thirds approval of voting membership that return an official ballot during the time of the appointed amendment ballot initiative meeting.

Article X: Rules of Order

The latest edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically defined by the constitution or by-laws of the AG Student Council.

Special Footnote: This document developed from a sample provide by the National Association of Student Councils.