

Brooks Wester Middle School Student Council Constitution

Article I

The name of the organization is Brooks Wester Middle School Student Council.

Article II

The objectives of the organization shall be to develop good citizenship in the student body, to provide purposeful direction of student activities, to provide a forum for student expression, and to assist in the management of student concerns.

Article III

Power and Authority

Section 1 – All powers of the student council are delegated to it by the school administration.

Section 2 – The principal has the right to veto any act of the student council.

Section 3 – The advisor(s) will act as the principal's stead during activities and meetings.

Article IV

Membership

Section 1 – The student council will consist of members of the student body.

Section 2 – Representatives will be selected in accordance with Article V.

Article V

Election

Section 1a – The election of representatives will take place during the last six weeks of the spring semester.

Section 1b – The election of the next year's officers will take place in the spring semester.

Section 2 – A student wishing to run for office may nominate him or herself by completing the student council application. The student must be in good standing for attendance, points, and community service.

Section 3a – Prior to elections, all nominees and their parents will read and sign the student council contract. Both nominee and parent signatures are required with the signatures indicating that both the nominee and parents accept, agree to, and are willing to support the statements and policies of the organization as outlined in the constitution.

Section 3b – Elected representatives for 7th and 8th grade must read and sign the student council constitution contract.

Section 4 – The election for 7th and 8th grade representatives will precede the election of officers. The officers include, but are not limited to the following:

- a. President-8th Grade
- b. Vice-President-8th Grade
- c. Scribe-8th Grade
- d. Treasurer-8th Grade
- e. Parliamentarian-8th Grade
- f. Historian-8th Grade

Section 5 – All officers and representatives will be elected by a majority of the vote.

Section 6 – All tie breakers will be decided by a runoff election.

Section 7 – Membership becomes official upon the announcement of election returns, therefore, all newly elected members will, at that time, be subject to membership requirements according to Article VI.

Article VI

Qualifications for Elections and Membership

Section 1 – The office of the president shall be held by a person who:

- a. is of the 8th grade
- b. maintains an average of 80 or better with no failing grades in any six weeks grading period once elected.
- c. Does not have any adversary disciplinary action nor conduct grade exceeding one Needs Improvement in a six weeks grading period and does not receive a conduct grade of Unsatisfactory at any time during the year.
 1. Probation-If the officer receives more than one Needs Improvement in a six weeks grading period, he/she will be placed on probation until the following six weeks. If in the next grading period, the officer still has more than one Needs Improvement conduct grade, he/she shall be forced to resign their position as a student council member.
 2. Removal for Unsatisfactory-If the officer receives an Unsatisfactory conduct grade during any grading period, he/she will be removed from their student council position immediately.

Section 2 – The office of Vice-President, Scribe, Treasurer, Parliamentarian, and Historian shall be held by a person who:

- a. same as section 1a
- b. same as section 1b
- c. same as section 1c

Section 3-The duties of representatives shall be held by a person who:

- a. same as section 1a
- b. same as section 1b
- c. same as section 1c

Section 4 -- Any officer or representative who exhibits inappropriate behavior off campus may be subject to probation or dismissal depending on the level of the offense. These behaviors include, but are not limited to: drugs, alcohol, fighting, vandalism, truancy, etc.

Section 5 – Any officer or representative receiving suspension, expulsion, ISS/AC, BIC, or engages in any activity which violates the MISD Student Code of Conduct will be removed from the student council.

Article VII

Vacancies

Section 1 – Vacancies of officers will be filled through the following procedure:

- a. office of president will be filled by vice-president
- b. office of vice-president will be filled by scribe
- c. office of scribe, treasurer, parliamentarian, and historian will be elected by the student council from representatives from within the student council.

Article VIII

Duties of Officers and Representatives

Section 1 – Duties of the president will be to:

- a. preside over business meetings of student council
- b. use and promote parliamentary procedure
- c. vote on any matter in which student council is evenly divided

- d. act as chairperson of Executive Board
- e. set up agenda for business meetings
- f. stay in close contact with advisor(s) on all council matters

Section 2 – Duties of the vice-president will be to:

- a. perform the duties of the president in his/her absence
- b. serve in an advisory capacity for all standing committees
- c. assume some of the president's administrative duties
- d. monitor the performance of duties and tasks of the student council representatives.

Section 3 – Duties of the scribe will be to:

- a. take minutes of all business meetings of the student council
- b. write and receive correspondence for the student council
- c. receive and keep reports of standing committees

Section 4 – Duties of the treasurer will be to:

- a. work with advisor(s) to maintain records of receipts and expenditures of the student council.
- b. make financial reports at business meetings
- c. be available to secure requested funds periodically

Section 5 – Duties of the parliamentarian will be to:

- a. use and promote parliamentary procedure
- b. takes attendance at meetings
- b. work with advisor(s) and officers to maintain order in business meetings

Section 6 – Duties of the historian will be to:

- a. work with advisor(s) and officers to document council activities
- b. be able to operate a camera
- c. must take pictures at student council events

- d. create scrapbook of student council activities
- e. update council webpage and any other social media

Section 7 – Duties of grade representatives will be to:

- a. fairly represent his/her own grade level
- b. attend all business meetings and activities of the council
- c. keep a copy of each meeting's agenda and take notes of meetings procedures and decisions
- d. serve on committees and support decisions and plans of other committees
- e. willingly accept the assignment to or volunteer for various duties and tasks of the student council
- f. find out what took place during any excused absence of any meeting
- g. make-up any duties or meetings missed due to excused or unexcused absences

Section 8 – Duties of committee chairpersons will be to:

- a. call meetings at times available to committee members and with previous approval of advisor(s)
- b. inform vice-president of meetings
- c. conduct committee meetings
- d. write a report of the meetings before the next business meeting to be read orally and have a copy to submit to the secretary

Article IX

Meetings

Section 1 – Business meeting for officers and representatives will be held once a month in the morning before the school day begins. Times of meetings will have the following parameters:

- a. at least one advisor must be present at the student council meetings
- b. sufficient announcement of meetings must be made
- c. a planned calendar with set times will be furnished to all members

- d. meetings may be canceled by the advisor(s)

Section 2 – Two (2) unexcused absences from any called meeting or activity per semester will be grounds for loss of membership on student council

Section 3 – Committee meetings will be held according to need and as specifies in Article III.

Section 4 – Special meetings may be held at times other than scheduled by the decision of the majority of the council and advisor(s).

Article X

Attendance and Participation

Section 1 – Members must attend and participate in any and all student council meetings and/or activities.

Section 2 – To be excused from attending a meeting and/or activity, a member must

- a. be excused absent from school with valid proof and/or
- b. be excused by an advisor after a phone call or note from a parent explaining the situation.

Section 3 – Determination of the excused/unexcused status of a member rests with advisor(s).

Section 4 – Failure to participate in any activity without prior notification of the advisor(s) will be considered an unexcused absence.

Section 5 – Failure to perform assigned tasks or duties or persistent failure to participate in student council meetings and/or activities will result in review of membership status, and may result in probation of a student council membership or removal from student council.

Section 6 – Failure to be on time to any meeting or activity will result in an unexcused tardy. Three (3) unexcused tardies will count as one (1) unexcused absence.

Section 7 – Any student unable to attend student council meetings due to recognized school-related extracurricular activities may be able to substitute extra council duties or responsibilities with the approval of the advisor(s).

Section 8 – Members are required to receive at least 20 points each six weeks grading period. Failure to meet the requirements will result in probation for the member. During this time, council members must not only meet the six weeks requirements, but also not incur loss of points. Two points take away one lost point.

- a. Members are expected to turn in documentation to the advisor(s) at the end of each six weeks.
- b. Points are given as positive points for items such as, but not limited to

1. extra committee work
 2. attending special activities
 3. working fundraisers
- c. Lost points are given as a result of:
1. not attending meetings (council or committee)
 2. not participating in council activities
 3. neglecting obligations
- d. For other activities/work that is not council related will be decided by the executive officers and the advisor(s).
- e. Points and loss of points must be approved by the advisor(s) and may be given by the president and vice-president. All other officers and committee chairpersons must go through these officers to report points or loss of points. The member receiving the loss of points will be notified in writing of the reason.

Section 9 – All duties, requirements, and policies as outlined in the constitution must be followed. Any deviation may result in removal from student council.