Southmoore High School
By-Laws for Class Officers

Effective 2014 – 2015

Article I: Elections and Eligibility to Run for Class Office

Elections will be carried out in the manner and timing prescribed by a) the Student Council By-Laws, b) the Student Council Sponsors, and/or c) the instructor of the Leadership Class. The winner of the election shall be the person who receives the plurality of the vote (most votes cast).

To be eligible to run for a Class Office, students must meet the following requirements:

1) Have a minimum cumulative grade point average (CGPA) of 3.00 **or** have a 3.00 GPA from the previous Semester; and
2) Must not be a candidate for a position of leadership in Student Council; and
3) Must not have been previously removed from a leadership position in any high school (9th through 12th) club, organization, or athletic team (including Cheer/Pom) as the result of a disciplinary measure.

Article II: Requirements and Responsibilities for Class Officers

Class Officers hold a position of esteem and leadership at Southmoore High School. Each officer is expected to be an enthusiastic and positive role model for his or her peers and to represent Southmoore High School and the Moore Public School District with integrity at all times. Class Officers must follow all of the policies and procedures outlined within the Student Handbook. In addition, Class Officers must:

1) Maintain a minimum grade point average (GPA) of 3.00 during each semester during term of office (weekly Eligibility Reports, official Moore Public Schools Progress Report, and Semester Report Cards will be used in this the process);
2) Enroll in the Leadership Class(es) as instructed by Sponsors, the Instructor(s) of the Leadership Class(es), and Southmoore High School's Administration;
3) Display positive leadership characteristics at all times;
    1. Abide by local and state laws and regulations, especially pertaining to those which restrict and/or prohibit use of substances such as tobacco, electronic cigarettes (e-cigs), alcohol, and/or illicit or controlled drugs
    2. Follow all school and district rules and policies as outlined in the Student Handbook.
    3. Maintain a positive and enthusiastic attitude toward Southmoore and/or Student Council at all times whether or not on School or District property or whether or not in attendance at a School or District event.
        a. Postings and other interactions through any form of social media should also express a positive and enthusiastic attitude. Comments, images, video, and/or other postings which are deemed to violate the spirit of the responsibilities noted here may result in disciplinary action both within Student Council and with School Administration and may include the possibility of removal from office.

4) Attend all scheduled meetings and activities with Class Sponsors, Class Principal, and/or fellow Class Officers; Sponsors will designate one day each week for officer meeting;
5) Obtain Class Sponsors' and/or Class Principal's approval on all matters relating to class activities, fund raisers, purchases, scheduling of events, etc.;
6) Be present for the selling of all items sold by the Class;
7) Assist in the planning of and be in attendance of all Class sponsored events;
8) Fulfill the requirements and responsibilities for individual offices; and
9) Fulfill any other class responsibilities the Class Sponsors and/or Class Principal deem necessary and appropriate**.**

Sponsors for each Class will determine the responsibilities for each individual office at the respective grade level.

Each Class will have the following positions:

1) Class President
2) Class Vice President
3) Class Secretary
4) Class Reporter

Article III: Disciplinary Procedures and Removal from Class Office

Any officer, whose behavior is considered flagrant or inappropriate to the standards of a Class Officer, may be called in front of the Advisory Board. The Advisory Board may vote to dismiss any officer without prior warning, if deemed necessary and appropriate. A majority vote by the Advisory Board is required to dismiss an Officer.

Failure to fulfill the requirements and responsibilities outlined in Article II will result in the Sponsors taking disciplinary action. If that becomes necessary, the following steps will be followed:

Step One: Written Reprimand signed by Sponsors and Officer. One (1) copy each will be kept on file by the Sponsors and Grade Principal and one (1) copy given to Officer for his or her personal records.

Step Two: Written Reprimand as noted in Step One and Parent/Guardian contact.

Step Three: Two week probationary period, Parent/Guardian contact, and meeting with Sponsors and Principal(s). During the probationary period the officer must meet the requirements, duties, and responsibilities for the office or be dismissed. Only one probationary period will be allowed for each officer.

Step Four: Referral to the Advisory Board for removal from office. A majority vote by the Advisory Board is required to dismiss an Officer.

If the Advisory Board notes that dismissal is warranted, the officer and his/her guardians will be informed in writing of the dismissal action and the reason(s) for such. The dismissed officer may appeal the decision by following Moore Public School District's appeals process as outlined in the Student Handbook.

Article IV: Replacement of Officers

In the event that there is a vacancy in the office of Class President, the Class Vice President shall assume the position and all of its responsibilities.

In the event that there is a vacancy in any office other than Class President, the vacancy shall be filled by a special election that will occur at the earliest convenience as determined by the Class Sponsors, Class Principal, and/or Student Council Sponsors.

Elections will be carried out in the manner and timing prescribed by a) the Student Council By-Laws, b) the Student Council Sponsors, and/or c) the instructor of the Leadership Class. The winner of the election shall be the person who receives the plurality of the vote (most votes cast).

Article V: Advisory Board

The Advisory Board shall be comprised of five (5) faculty members selected by the Head Principal with input from the Sponsors. The selection of members to the Advisory Board shall take into consideration the diversity of the faculty with regard to content area instruction and the four grade levels at Southmoore High School. A majority vote by the Advisory Board shall be necessary for any decision.

Article VI: Account Balance Transfers

The Financial Accounts for each academic class shall remain with that class throughout the high school; account number remains fixed despite a change in the grade level of that class. As such, each class' Sponsor(s) need to ensure that a minimum dollar amount is transferred up with the academic class to help meet the financial obligations for the following year at the subsequent grade level. The minimum dollar amounts to transfer are as follows:

1) The minimum amount to be transferred from Freshman year to Sophomore year is $1250.00,
2) The minimum amount to be transferred from Sophomore year to Junior year is $2500.00,
3) The minimum amount to be transferred from Junior year to Senior year is $5000,
4) The outgoing Senior class shall make a donation/transfer to an independent/non school account for the Reunion Committee for that class in the amount of $500.
5) The outgoing Senior class shall make a donation/transfer to the incoming Freshman class in the amount of $500, and
6) Any additional funds remaining in an account following the graduation of the outgoing Senior Class shall remain in the account policies of Moore Public Schools for the purposes of handling any additional financial obligations of that Senior Class which may arise in the future.