

CONSTITUTION OF CORPORATE LANDING MIDDLE SCHOOL SCA

Article I. Name and Purpose

- Section 1. The name of this organization will be Corporate Landing Middle School Student Cooperative Association (SCA).
- Section 2. The purpose of this organization will be to promote school spirit, promote community involvement, promote academic excellence through leadership, promote positive character traits, and develop good citizenship in each individual member and to provide opportunities to serve, to the best of his/her ability, in the school and community.

Article II. Membership

- Section 1. Membership shall include the entire student body of Corporate Landing Middle School. The Executive Council and the classroom representatives together will form the legislative body, the General Assembly. The Executive Council is comprised of SCA officers and other members selected to serve in this capacity.
- Section 2. Classroom/Homeroom Representatives:
- Classroom representatives will be selected for grades 6 through 8. Classroom representatives will be elected by voting during their assigned homeroom. Any representative who is absent for two meetings will have his/her name taken off the roll and will be replaced by an alternate at the classroom adviser/principal's discretion.
- Section 3. Officers:
- Officers will be elected in the spring of the school year. All candidates for office must have a fully-completed election packet, signed by their parent/guardian, submitted by the given deadline. Candidates must follow the campaign rules as outlined in the election packet; failure to do so may result in removal from the ballot or from the elected position.
- Section 4. The SCA adviser(s), as appointed by the principal of Corporate Landing Middle School, will oversee, manage, and advise the organization. The principal shall be the authority over all actions of the SCA.

Article III. Officers

- Section 1. Officer Positions:
- The officers of this organization shall be President, Vice President, Secretary, Treasurer and Historian.
 - The SCA adviser, with approval by the principal, may choose to appoint officer(s). Any appointments will occur after SCA elections have concluded.
- Section 2. Criteria for Office:
All officers should:
- Have no grade lower than a "C" in any academic subject during the previous grading period.
 - Be a rising seventh or eighth grade student.
 - Be in good standing with the school with no discipline referrals during the last calendar year.

- Be dedicated to the SCA and the success of its events and programs
- Offer positive leadership, serve their school and its students, and promote a spirited and inclusive school community.
- Represent the school at the Middle School SCA Leadership Workshop held in July.
- Be a role model and represent the SCA and the school in a respectable manner, both in the school and community.

Section 3. Elections:

- Applications for those interested in serving as an SCA officer will be made available in the spring.
- A Selection Committee – comprised of a group of teachers/staff members – will help determine eligibility. A review of applications will ensure that each candidate meets the required qualifications and is in good standing with the school.
- Candidates meeting required qualifications will be notified to begin his/her campaign and given a packet with rules for campaigning.
- Campaigning will last two weeks.
- Speeches will be prerecorded and viewed in homerooms for the student body.
- Elections will be held following required speeches from all candidates. A Google doc link will be used on computers to vote.
- Results: Other than announcing the winners of each office, election results (numeric data, rank/order of results per office) will not be shared.

Section 4. The Duties of the Officers:

The President must:

- Provide positive leadership.
- Promote school spirit.
- Delegate responsibilities.
- Plan the agendas with input from other officers and advisors.
- Seek consensus in decision making.
- Maintain rules of order during the meetings.
- Encourage expression of individual ideas.
- Provide opportunities for membership involvement.

The Vice-President must:

- Provide positive leadership.
- Promote school spirit.
- Be able to assume the role of president when necessary.
- Assist president in planning agendas.
- Advise, coordinate and work with all committees.
- Keep officers and advisors up to date with progress of committee work.
- Help promote harmony in the group.

The Secretary must:

- Provide positive leadership.
- Promote school spirit.
- Ensure all SCA records are accurate and maintained in a SCA binder.
- Record minutes and insure they are signed by president once minutes are approved.
- Take attendance.
- Notify a class representative if they are absent at GA meeting.
- Communicate with officers and members to ensure organization.

The Treasurer must:

- a. Provide positive school leadership.
- b. Promote school spirit.
- c. Maintain a financial record of the organizations expenditures and income in a SCA binder.
- d. Provide financial reports to the group.
- e. Work with advisor(s) and bookkeeper on all financial activities.
- f. Help prepare a budget for the year with President and advisor(s).
- g. Aid fundraising committee.
- h. Help review all budget requests from committees and their purchase orders.

The Historian must:

- a. Make sure all SCA events are photographed.
- b. Maintain a record of all activities and events in which SCA participates in a SCA binder or scrapbook to include pictures and article explaining each.
- c. Work with librarian to check any equipment out as necessary.

Section 5. Vacancies: A vacancy in an office shall be filled by appointment; recommended by the SCA adviser with approval from the principal. If the vacancy is the president, the vice president may assume the role of president and the role of vice president will then be filled by appointment, as detailed above.

Section 6. Installation: The officers shall be installed at the last meeting of the year.

Section 7. Removal Procedure of an Officer: During their term in office, if an officer is not fulfilling the duties of their office, maintaining the criteria for the office or is found to be in violation of school rules, the officer may be removed from their position. This decision will be made by the SCA adviser with approval from the principal. A vacant position shall be filled by appointment; recommended by the SCA adviser with approval from the principal.

Article IV. Meetings

Section 1. General Assembly Meetings that include classroom representatives will be held monthly/a minimum of 8 times during the school year. Executive Council and officer meetings will be scheduled in addition to General Assembly meetings and will be held weekly beginning in September. There will also be four Middle School City-Wide SCA Forums that are held at Plaza MS (transportation is provided to these).

Section 2. The order of business at General Assembly Meetings shall be:

- Call to Order
- Pledge and Invocation
- Attendance
- Reading of the Minutes from the Previous Meeting (Optional)
- Reports (Officer, Standing Committee, Special Committee, etc.)
- Unfinished Business
- New Business
- Program (Optional)
- Adjournment

Article V. Committees

- Section 1. Standing Committees:
- a. Spirit- Helps with 6th grade transition, teacher welcome back, pep rallies and spirit weeks. Plans a minimum of two activities that aid in fostering good sportsmanship, strengthening school spirit and promoting enthusiasm. Also plans and implements at least one activity that highlights the diversity of the student body/school.
 - b. Publicity-Responsible for any publicity needed for school related functions including main SCA calendar, cafe bulletin board, monthly newsletters, fliers, social media posts with advisors help, videos and in school announcements. Makes sure Historian gets a copy of everything for binder/scrapbook. Also oversees SCA suggestion box to be maintained in main office.
 - c. Service- Coordinate planning school service project that directly impacts the school or school building. To include Ashley McClure Memory Garden and any upkeep or additions to it. Also to help plan community service project that specifically addresses a need or provides assistance in the community.
 - d. Fundraising- Proposes and carries out fundraising projects. Works closely with Treasurer and stays within proposed budget. Helps plan a minimum of one project for school-related activities or charitable giving. Keeps a list of legitimate and worthy charitable institutions.
 - e. Events- Organize, plan, and assist with any SCA or CLMS events. Help with 6-8th grade parent open houses. Helps engage SCA to attend a leadership event with another school.
- Section 2. Special Committees shall be appointed by the President and/or SCA adviser as the need arises.

Article VI. Parliamentary Procedure

- Section 1. This organization shall follow basic Parliamentary Procedure in running its meetings, as outlined in the Middle School SCA Leadership Workshop handbook.

Article VII. Amendments

- Section 1. This constitution may be amended by a motion passed by $\frac{3}{4}$ vote of the Student Council or at the discretion of the principal.
- Section 2. The amendments will take effect at the next meeting.