

# Kettering High School Student Leadership Bylaws



## Overview

Student Council and Student Leadership are inter-connected and provide a variety of services to our Waterford Kettering school community. In addition, we are responsible for many school events such as Homecoming, Snowcoming, charity work, fundraising and school functions/assemblies. The student leadership course aims to provide all members with the knowledge, skills and attitudes necessary to be well developed leaders in our globally competitive society.

## Advisers

The role of the adviser of student leadership is to facilitate and provide direction for all members as it relates to events and functions of events, etc. In addition, the adviser provides and facilitates leadership activities and helps students develop the skills necessary to become an effective leader within our competitive global society.

## Duties of the Leadership Team

The student leadership team is directly responsible for supporting and helping to facilitate the following business through direct contact with the student council (list is not limited to only these):

- Homecoming and related events (September)
- Charity work
- Fundraising
- Blood drives
- Senior Citizen Dinner (December)
- Snowcoming and related events (February)
- Mr. Kettering contest
- Talent Show
- Positive school promotion
- Leadership activities
- Staff Appreciation
- School communication via Facebook and Twitter/school website

## Communication

The student leadership team meets on a regular basis to discuss, plan and share ideas for the school community. Daily, the class will meet to develop leadership within the school and direct school events. Members of the student leadership team should report directly to their committee leader. If an issue remains unresolved, an adviser should be notified.

## Standards of Conduct

1. Regular meeting attendance is **required** of all members.
2. Active participation in Student Leadership events is required of all members of the team.
  - a. Student leaders should work to create a positive atmosphere that promotes school spirit and activities.
  - b. Members are required to participate in all student leadership events unless otherwise approved with an adviser.
3. Proof of prior commitment is necessary in order to be excused from an event.
  - i. If a member is not able to attend a specific event, written notice is **required** no later than 2 days prior to the event.
4. All representatives will maintain appropriate conduct and be an active role model for peers.
  - a. Inappropriate conduct inside or outside school may be grounds for removal from Student Leadership.
  - b. Possible re-instatement per adviser.
5. Occasional grade reviews will be completed by Ms. Victor and Mr. Burlingame.
  - a. Participation in some activities may be limited per grades.
6. Should an issue or problem present itself, student leaders should first discuss with their committee head. If the issue remains unresolved, an adviser should be notified.

I agree to the aforementioned Standards of Conduct as they relate to Student Leadership.

\_\_\_\_\_  
Signature of Leadership Team Member

\_\_\_\_\_  
Date



## **Liaisons**

There shall be a student leadership member in each of the following positions to act as the chairperson and leader for each of the major areas deemed necessary by the adviser:

- **Communications** (advertising, sharing, calendar, e-mail, community distribution)
  - Journalism (Newspaper, Yearbook, TV)
- **Student Council** team(events, planning, coordinating schedules, etc)
- **Charity** (Red Cross, Food Drives, KLAA, etc)
- **Task Manager** (ensuring obligations are met and tasks are completed—works in coordination with communications liaison and coordinates with LINK Crew)

## **Appointment of Liaisons**

Each of the liaisons shall be determined by interested members submitting a written liaison application online. The applicant should consider reasons he/she wants to serve in this capacity and what they can do to best serve as a leader of leaders and could provide the best service as a go to person for that particular area of our school. The final determination of the liaisons shall be granted by the advisers. Vice liaisons shall be appointed based on need and at the discretion of the adviser(s). Applications for liaisons shall be posted to an online environment for all members of the leadership team no later than April 15 of a given year.

- Student Council liaison shall be automatically granted to a student council class officer that carries the capacity of president of their class. This appointment is determined by the advisers.

## **Task Management**

Each week, students will be responsible, among all other course requirements, to complete a task management document. The purpose is two-fold: to plan individual weekly goals and report on the success of those goals. Each task management sheet is worth 20 points on the grade. Task management documents will be collected on a bi-weekly schedule for grading. Students should seek their committee chairperson for a signature prior to turning in the document for credit. By signing the task management document, the chairperson agrees there are no concerns on creation or completion of goals for that two week period. The purpose of this is to establish accountability as well as communication at both the student and adviser level.

## **Special Recognition & Achievement**

Recognition of Student Leadership members comes in various forms and this is determined by the Advisers, Executive Board of the Student Council and its membership. Special recognition of senior members comes during graduation. Seniors meeting the following criteria qualify for graduation cords for the graduation ceremony:

- Active Membership Senior Year of High School
- Serving actively 2+ years in Leadership
- Evaluation of Moral/Ethical Character
- Evaluation of Integrity
- Evaluation of Leadership and modeling
- Meeting all requirements the Student Leadership Standards of Conduct/By-Laws.

\* Evaluation of all items is at the discretion of the adviser



