

# Waterford Kettering High School Student Council Constitution & By-Laws



## Article I – Overview

### **Section I - Organization Name**

The name of this Waterford Kettering Organization shall be Waterford Kettering Student Council.

### **Section II – Purpose**

Student Council and Student Leadership are inter-connected and provide a variety of services to our Waterford Kettering school community. In addition, Student Council is responsible for many school events such as Homecoming, winter events, charity work, fundraising and school functions/assemblies. In addition, Student Council provides various support to the school community with partnerships with other school groups to benefit the students.

### **Section III – Mission Statement**

Waterford Kettering Student Council works to promote school spirit, as well as to develop school loyalty and trust with its stakeholders. In addition, this body is a communication vehicle for students, staff and members of our school community. Members work on organizing and administering student activities in conjunction with the aforementioned functions to carry out the duties of Waterford Kettering Student Council.

## **Article II – Advisers/General Membership**

The role of the adviser is to provide guidance for all council members as it relates to school business. Students must apply and complete the required letters of recommendation. To keep membership current, members are required to keep an active point sheet of their work. Members will be accountable for their active participation at all times.

## **Article III - Duties of the Council**

The student council is directly responsible for the carrying out of the following business (list is not limited to only these):

- Homecoming and related events (September)
- Charity work
- Fundraising
- Blood drives
- Senior Citizen Dinner (December)
- Winter Activities
- Lakes Valley Conference Activities Division
- MASC/MAHS Membership Participation
- Positive school promotion
- Leadership activities
- Color Blast 5K!
- School communication via Facebook and Twitter/school website

## **Article IV - Attendance/Participation & Communication**

Active participation and involvement throughout the school year is required. **Attendance is mandatory** for all major events that Student Council oversees. The student council meets on a regular basis to discuss, plan and share ideas for the school community. Student council members should report directly to their class officers. If an issue arises and remains unresolved, an adviser should be notified by a class president.

### **Section I – Formation of Special/Ad-hoc Committee(s)**

Any member of Student Council may call for the formation of a special committee (as it relates to Student Council business/events) at a regular meeting session. The member should present this to the entire Student Council as an information item and allow for Student Council discussion prior to a vote. Per the Senior Class president, membership may then vote to approve such committee(s) as active for one-time or permanent addition.

## **Article V - Enrollment/Elections**

Open enrollment for students to join Student Council can take place from May 1 through September 30 of any given year. Exceptions may be made at the discretion of advisers and members of the executive board. Executive Board (Class Officer) Elections will take place each year in May, no later than May 25. Members elected to offices at the freshmen and sophomore level are strongly encouraged to enroll in the Leadership class. Members elected to offices at the junior and senior level are required to enroll in the Leadership class. The election of the freshman class will take place each year no later than October 31. Class officers must meet prior to August 31 each year to determine the meeting calendar for the executive board and to review the general meeting calendar.

## **Article VI - Campaign Guidelines**

In order to be considered for candidacy to membership of the Executive Board, a student must be an active member of the Student Council the previous school year as determined by the adviser and current Executive Board. Each candidate is required to create a poster with dimensions no larger than 22" by 28". In addition, candidates have the option to create an 8.5" by 11 flyer designated for each of the main areas of display in the hallway drinking fountain areas. Candidates must submit their class officer candidacy statements/approved materials and then tape a commercial, no longer than 1.5 minutes in length that outlines their goals for office. Commercials must be taped and reviewed by WK-TODAY Broadcasting. No financial cap exists for candidates during campaign week. Candidates may request financial assistance through adviser. Candidates may offer their peers promotion of their candidacy in any fashion as long as it follows directly the Waterford School District Student Code of Conduct. This includes distribution of additional materials as obtained by the candidate and/or any supporting party.

## **Article VII - Meeting Calendar**

The Executive Board shall be required to meet one time per month, separate from a regular Student Council meeting. The Board meeting shall begin promptly at 2:35 pm in the Student Council office. The meeting should provide an opportunity for executive board members to review major issues of concern or to discuss and vote on executive business of the Student Council. The minutes from each meeting shall be posted to the Student Council website by the secretary of either the junior or senior class, no later than 24 hours after the meeting was adjourned. The Executive Board reserves the right to determine the meeting calendar by setting a year calendar or a month-to-month calendar. **All members of the board are required to be present at the monthly meeting.**

## **Article VIII - Meeting Schedule and Goals**

The Student Council will meet **two times per month**. Meetings occur on Wednesdays directly after school in the LGI, 2:40 – 3:40 pm. Meetings are for members to discuss current and future business, share ideas and opinions as well as be updated on the status of current projects. Members may be asked to discuss issues and vote on topics needing decisions made. Meetings will also contain project/group activities so all members have a voice and are part of decision making. The minutes from each meeting shall be posted to the Student Council website by the secretary of either the junior or senior class, no later than 24 hours after the meeting was adjourned. Secondary meetings are provided Thursday morning following a regular meeting, 6:30-7:00a as an alternate.

### **Meeting Procedure: Executive Board Secretaries take attendance aloud, as part of the start of meeting protocol.**

1. Executive Board Attendance
2. Executive Board approval of the Minutes
3. Executive Board approval of the budget (current-to-date)
4. Information & Discussion Items
5. New Business
6. Action Items & Voting by membership

*\*Special meetings and executive sessions may be called at the discretion of advisers and student council executive board as needed.*

## **Article IX - Action of the Student Council**

The student council is directly responsible for making decisions regarding any of the activities/events for which it is responsible. The student council membership votes on all important decisions. The student council shall vote to determine policy and standards for the organization.

**Voting/Quorum: A two-thirds majority of the present membership makes up a quorum for voting purposes.**

## **Article X - Amending the By-Laws**

- A. An amendment to the By-Laws may be proposed and discussed at a regular meeting of the Student Council. A majority is required to accept the amendment.
- B. The proposed amendment will be presented to the general membership for discussion and then a vote.
- C. The proposed amendment shall be adequately publicized and time must be provided for discussion prior to a vote.
- D. A majority of the votes cast by the Student Body shall be required to carry the amendment. Upon passage, it will be added to the existing By-Laws.

## **Article XI - Ratification of the By-Laws**

The ratification by a majority of the Student Council in a vote of the general membership shall be sufficient for the establishment of these By-Laws as the governing instrument for Kettering High School Student Council.

## **Article XII - Standards of Conduct**

1. Regular meeting attendance is required of all members.
  - a. There are two opportunities each month to attend meetings. Meetings are **mandatory**.
  - b. Each member **MUST** attend the **TWO** mandatory meetings per month, in addition to events/activities.
  - c. Meetings occur during the specified weeks, on Wednesday afternoon, 2:40 – 3:40pm in the LGI.
2. Active participation in Student Council events is required of all members.
  - a. Representatives should work to create a positive atmosphere that promotes school spirit and activities.
  - b. Members are required to participate in all Student Council events and meetings unless otherwise approved with an adviser.
3. Proof of prior commitment is necessary in order to be excused from an event.
  - a. If a member is not able to attend a specific event, written notice is **required** no later than 2 days prior to the event.
  - b. Members **MUST** communicate on Google Classroom with advanced notice of prior engagements.
4. Should an issue or problem present itself, student council members should first discuss with their class officers. If the issue does not resolve, the class president should notify an adviser.
5. Occasional grade reviews will be completed by Ms. Victor and Mr. Burlingame for the purpose of holding students accountable.

- a. Participation in some activities may be limited per grades.
6. 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 Council.
    - b. Possible re-instatement per adviser.

### **Section I - Standards of Conduct Contract**

Per the student council contract, officers and council members may be removed from duties if they should fail to live up to expectations of leadership/citizenship within the school community. All class officers are to be exemplary leaders wherein they positively promote all school and student council-related business. Student council officers are expected to attend the majority of related events.

### **Section II - Eligibility- Membership Removal**

Any failure to meet the expectations set forth in the Student Council By-Laws or Standards of Conduct is grounds for dismissal of membership. The following procedure should be followed:

1. Student in question is scheduled to meet with the president of their class and/or the senior class president. The briefing of this meeting is shared with the Adviser/Student Activities Director.
2. Adviser/Student Activities Director then meets with the student, outlining the terms of their contract and failure(s) to meet the standards.
3. In cases where this behavior does not impact the Waterford School District Code of Conduct, the member is allowed 2 school days to appeal the decision/result with the Student Activities Director.
4. Pending a decision, the membership is suspended.

### **Section III- Special Appointment of Executive Board Member Positions**

Should a position not be filled in an election, it is the duty of the senior executive board members to appoint a current council member that is qualified and interested. Should a board member become unable to execute the duties of their position, the senior class executive board members shall convene a special meeting to discuss and appoint another member of the Student Council at that grade level, to the position in question. To make this decision, there must be agreement between all senior executive board members.

### **Article XIII - Executive Board - Class Officers**

#### **Eligibility and Academic Requirements**

The academic eligibility requirements for Kettering Student Council members to be eligible for Executive Board, require that a **student leader must be passing a minimum of 66% of their current classes.**

The Waterford School District strives for academic excellence for all students, and all student participants in activities and extracurricular programs should exceed the state requirements. Therefore, student leaders must meet the following academic standards:

Semester Eligibility:

- Students must have passing grades in all current classes. If a student is failing 2 or more classes, eligibility for Executive Board is not permitted.
- Students must have consistent attendance (including tardies) in classes. Student leaders should be present and on time to all classes.

**\*Note:** For purposes of determining grades and eligibility requirements for pass/fail courses, percentages will be considered. Academic Center IS CONSIDERED in determining academic eligibility for activities.

The freshman and sophomore classes shall have two class officer positions available each school year: president and vice-president. The junior class shall have three class officer positions available each school year: president, vice-president, and secretary. In addition to the previous three positions, the senior class also has a historian position. The president and vice-president, secretary and historian positions are elected by the student body at Kettering High School. The Executive Board is responsible for discussion and voting on all major issues/business related to the Student Council and/or deemed necessary by the adviser(s). Decisions for voting exclusive to the Executive Board may be recommended by any member or required per adviser. Communication about discussion, decisions or Student Council-related business must be made in a public forum, (e.g. online environment in the form of minutes). The transfer of monies exceeding one hundred dollars, should be processed/approved through executive action.

- **The president** of each class is responsible for complete execution/organization of school related events and meetings. Additionally, the president should be an active communicator with council members in their class as to the business related to events and activities. The senior class president is responsible for being a part of decision making as it relates to meeting agendas and student council organization. The president is responsible for ensuring council members in their grade are actively participating and promoting student council business. The senior class president is responsible for maintaining a line of communication between the organization and school administration. In the event of an absence, the presidents and vice presidents should communicate with one another.
- **The vice-president** of each class is responsible for directly supporting the president of the respective class and student council business. If the senior class president is unable to be present at a student council meeting, it is the responsibility of the senior class vice-president

to conduct all meeting operations. The junior class president is responsible for collaborating with the senior class president and vice-president to ensure meeting operations are carried out effectively. In the event the president is unable to perform his/her duties, the vice-president shall assume all responsibility for the function of the student council per the discretion of the student council and its advisers. It is the duty of the vice-president to verify meeting attendance after members have signed in and report concerns to an adviser. In the event of an absence, the presidents and vice presidents should communicate with one another.

- **The secretary** of the junior/senior class is responsible for keeping the minutes of each student council meeting and reporting back to their members on what was discussed and decided. The secretary should be a key help in the communication of student council related business. In addition to these duties, the secretary should regularly report out to Student Leadership. The secretary is also responsible for tallying, recording and informing all members of the status of any membership vote. The secretary of the junior and senior class should collaborate and plan together who will be responsible for what items each meeting. In the event of an absence, the secretaries should communicate with one another. The secretary is responsible for keeping and posting meeting minutes and should be posted to the Student Council website within 24 hours of the meeting being adjourned. The secretary is responsible for assisting the historian when necessary. Secretaries should review items discussed at the last meeting for review.
- **The historian** of the senior class is responsible for keeping a record of all related events, people and contributions Student Council makes to our school community. This means taking photos at events, captioning those photos, interviewing students, parents, staff about events and collecting information about the Student Council carrying out its mission. The historian is responsible for assembling and managing a team of leaders (3-4) working to coordinate and execute Kettering alumni connections—establishing a connection with graduates and inviting them to participate in school events as a means of giving back to the Kettering community.

### Article IX – Detailed Role Overview of Executive Board Positions

#### **President |**

- Be representative of your group to all parties.
- **Serve as a member of the Executive Board.**
- Encourage, teach, and guide members of your group.
- Oversee scheduling or preside over all cabinet and formal meetings.
- Keep in regular contact with all committees. (You act as an Ex officio member of all committees)
- Act as a liaison with administration, staff, and community.
- Maintain close and regular communication with your adviser and activities director.
- In consultation with the adviser:
  - Appoint and determine duties of officers and committees.
  - Appoint members to various committees.
  - Prepare agendas for all meetings, which you chair.
  - Set evaluation procedures for all projects and activities.
  - Build a sense of responsibility within your group and its' individual members.
  - Do not “run” things yourself - build skills and commitment in others.
  - Model appropriate behavior of a leader – set the standard for your group.

#### **Effective Presidential Norms**

- An effective President is a motivator, an inspirer, a manager, and a teacher. No matter how energetic or “perky” you are, remember – directly involving others in setting goals for the next year will assure their support.
- Expect your fellow officers to be willing to ACCEPT responsibility. Provide each person that is in charge of a task a specific description of what they are to accomplish. Do NOT assume that they just know what to do – be ready to teach and be an example.
- You must see the overall picture, and not just a “piece of the puzzle”. Help them see that their job directly affects the group they will develop a “desire” to stay on task and work hard.
- Most importantly – you are under the magnifying glass of your group – set an example above and beyond what you expect them to do. Plan ahead!

#### **Vice President |**

- Fill in for the President when necessary. Be fully informed about the President’s duties.
- **Serve as a member of the Executive Board.**
- Assist in all presidential duties, as requested. Discuss ways to split the job.
- Act as ex-officio member of all committees. Report back to the President and Adviser.
- Help in assigning members to committees.
- Help in evaluation of each member’s performance (know their jobs as well as your own).
- Act as a chairperson for major activities.
- Meet frequently with the President and Adviser as part of the Executive Board.
- Look for ways to serve and make the position important.
- Provide a leadership model and help to train up new members.
- Be familiar with Parliamentary Procedure – help meetings run smoothly.



## Effective Vice Presidential Norms

- Work with the President, rather than against him/her.
- Meet with the out-going Vice-President before your term begins.
- Model leadership qualities, such as organization.
- Delegate and follow-up on what you delegate.
- Work closely with new and/or younger council members. They need your experience and expertise, and will appreciate the advice!
- Clarify your role with the President and Adviser.
- Your role is VERY important, and the amazing thing is that it can be as awesome as you want it to be.

## Secretary |

- Keep the history of the group through minutes and ALL meetings.
- **Serve as a member of the Executive Board.**
- Distribute minutes to all parties that need to know about the meeting.
- Be sure minutes correspond to the agenda for a particular meeting.
- Help with attendance procedure at meetings.
- Work with the President and Adviser to prepare agendas and meeting packets for Executive Board members.
- Handle all correspondence.
- Maintain files and records of all business transactions (esp. money)
- Represent your group and provide leadership for others
- Be sure you are well organized and able to teach others organizational skills.
- Be ready to have a folder to pass down to your proceeding secretary to help them out.

## Effective Secretarial Norms

- Write, type and keep record of all meetings, discussions that are relevant to the daily business of the Council.
- Become familiar with any supplies used, and order new supplies well in advance so you don't run out when you need them.
- Keep open communication with the Council: phone, online and in person
- Familiarize yourself with Parliamentary Procedure – it will assist you in taking the minutes and staying within the format.
- Thank you notes are a must! Always make them handwritten and not computer generated. Taking the extra time to hand-write them in a fast-paced world really means a lot!
- Keep attendance records to ensure that representatives are attending the required number of meetings.
- Organize yourself and your workspace. The organization of your group is in your hands! Make sure everyone is informed and up- to-date. Keep records of everything!

## Historian |

- Keep the history of the group through minutes and ALL events through pictures and written documentation.
- **Serve as a member of the Executive Board.**
- Assist in the communication with the Council
- Help promote and engage our student body and school community in a variety of events and activities we hold.
- Maintain files and records of all events
- Represent your group and provide leadership for others
- Be sure you are well organized and able to teach others organizational skills.
- Be ready to have a folder to pass down to your proceeding secretary to help them out.

## Effective Historian Norms

- Keep record of all events on paper, in files on the Leadership Share Drive and online
- Become familiar with any supplies used, and order new supplies well in advance so you don't run out when you need them.
- Keep open communication with the Council: phone, online and in person
- Familiarize yourself with Parliamentary Procedure – it will assist you in taking the minutes and staying within the format.
- Organize yourself and your workspace. The organization of your group is in your hands! Make sure everyone is informed and up- to-date. Keep records of everything!

## Article X - Special Recognition & Achievement

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

- Current/Active Membership Senior Year of High School
- Serving actively 3-4 years on the Student Council
- Evaluation of Moral/Ethical Character

- Evaluation of Integrity
- Evaluation of Leadership and modeling
- Meeting all requirements the Student Council Standards of Conduct/By-Laws.

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

#### **Article XI – Student Accounts – Banking & Funding**

- Each graduating class will be guaranteed a remaining balance of \$500 post-graduation for a 5-year or 10-year reunion
- Communication should be attempted with the class president or vice president at the 5-year mark, either via e-mail or phone, to initiate use of funds for reunion purposes.
- Monies exceeding \$500 may be re-distributed to the designated account for overflow of funds for use:
  - Kettering Class Accounts
  - Individual graduating class accounts
  - Repurposes for student benefit through a variety of organizations per vote by the Student Council Executive Board and at the discretion of the Director of Activities.
    - A motion to utilize or transfer any funds is required in a formal executive session of the Student Council Executive Board.
    - A majority vote is required and needed support of the Director of Activities and in consultation with the Waterford Kettering Bookkeeper.