

**Moore High School**  
**By-Laws for Freshman Class Officers**  
Effective 2008-2009

**Article I: Elections and Eligibility to Run for Freshman Class Office**

Elections will be carried out in the manner and timing proscribed 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 Senior Class Office, students must meet the following requirements:

- 1) have a minimum composite grade point average (CGPA) of 3.00
- 2) must not hold another position of leadership in any other high school club, organization, or athletic team (including Cheer/Pom) during their term of office (officer, captain, editor, drum major, etc); **and**
- 3) must not have been previously removed from a leadership position in any school club, organization, or athletic team (including Cheer/Pom) as the result of a disciplinary measure (**behavior and/or grades**).

**Article II: Requirements and Responsibilities for Freshman Class Officers**

Freshman Class Officers hold a position of esteem and leadership at Moore High School. Each officer is always expected to be an enthusiastic and positive role model for his or her peers and to represent Moore High School and the Moore Public School District with integrity. Freshman Class Officers must follow all the policies and procedures outlined within the Student Handbook. In addition, Senior 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 Moore High School's Administration.
- 3) always display positive leadership characteristics;
- 4) attend all scheduled meetings and activities with Sponsors, Freshman Principals, and/or fellow Freshman Class Officers;
- 5) obtain Sponsors' and/or Freshman 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 Freshman Class (including, but not limited to, t-shirts, sweatshirts, and candy—Freshman Class Officers are forbidden to participate in any fund-raising activity that appears to be connected with Moore High School and/or the Freshman Class but has not been sanctioned by the administration);
- 7) assist in the planning of and be in attendance of all Freshman Class events (including, but not limited to, Football Games, Assemblies, Homecoming Parade, and the Freshman Class Dance);
- 8) fulfill the requirements and responsibilities for individual offices as noted below; and
- 9) fulfill any other class responsibilities the Sponsors and/or Freshman Principal deem necessary and appropriate

The Freshman Class President is responsible for:

- 1) notifying other Officers of meeting times and projects which need to be accomplished;
- 2) keeping the other Officers on task during meetings and Club Days; and
- 3) delegating tasks to the other Officers as necessary and appropriate with Sponsors' and/or Freshman Principal's approval.

The Freshman Class Vice President is responsible for:

- 1) being ready to step in for the Freshman Class President at any time;
- 2) making the appropriate phone calls for the projects which need to be accomplished;
- 3) delegating tasks to the other Officers as necessary and appropriate with Sponsors' and/or Freshman Principal's approval.

The Freshman Class Secretary-Treasurer is responsible for:

- 1) preparing, with input from the other Officers and Sponsors, any tickets, programs, congratulatory certificates, thank you notes or letters;
- 2) maintaining correct and current contact information for the Officers and Sponsors;
- 3) delegating tasks to the other Officers as necessary and appropriate with Sponsors' and/or Freshman Principal's approval.

The Freshman Class Reporter is responsible for:

- 1) working with Moore High School's communications coordinator and Sponsors to publicize all Freshman Class events;
- 2) preparing all information for the posters, flyers, and the Assembly posters; and
- 3) delegating tasks to the other Officers as necessary and appropriate with Sponsors' and/or Freshman Principal's approval.

### **Article III: Disciplinary Procedures and Removal from Freshman Class Office**

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

#### **1) Behavioral Issues:**

Step One: Written Reprimand signed by Sponsors and Officer. One (1) copy each will be kept on file by the Sponsors and Freshman 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: Written Reprimand as noted in Step One, Parent/Guardian contact, and meeting with Sponsors and Principal(s).

Step Four: Referral to the Advisory Board for removal from office.

#### **2) Grade Issues:**

**Sponsors will obtain and review a) the weekly Eligibility Reports as prepared by the Athletics Office, b) official Progress Reports as prepared by the Registrar's Office (the dates for these reports are set by the Moore Public Schools Administration Building personnel), and c) Semester Report Cards.**

**A) Officers will be notified by Sponsors if their name appears on the Eligibility Report to serve as a warning that their grade(s) have fallen below passing.**

**B) Sponsors will use official Progress Reports, with grades from all classes, to determine the current semester's grade point average (GPA) up to that point. If the Officer's GPA has fallen below the required 3.00, the Officer will be placed on academic probation until the next Progress Report date. Probation may include not being allowed to act in the capacity of the elected office during non school hours and/or off campus events during the probationary time period. If the Officer's GPA has risen to the required 3.00 or higher by the subsequent Progress Report date, the Officer will be removed from probation.**

**C) Sponsors will review the Semester Report Cards. If an Officer's GPA at the conclusion of the semester is below the required 3.00, the Officer will be referred to the Advisory Board for removal from office if the Officer has been on probation at any point during the semester.**

The Advisory Board may vote to dismiss, without prior warning, any officer whose behavior is considered flagrant or inappropriate to the standards of a Freshman Class Officer. A majority vote by the Advisory Board is required to dismiss an Officer.

If the Advisory Board decides to dismiss an officer, 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**

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

If there is a vacancy in any office other than Freshman Class President, the vacancy shall be filled within the following process:

- 1) the remaining officers shall each submit to the Sponsors the name of at least one (1) member of the Freshman Class who meets the eligibility requirements as noted in Articles I and II and who has agreed to be considered for filling the vacancy;
- 2) the remaining officers, Sponsors, and Freshman Principal shall collectively narrow the list of nominees down to two (2) candidates;
- 3) the two (2) candidates shall each compose a detailed essay in which they explain why he or she should be selected for the vacant Freshman Class office; the candidate's essay should not directly identify his or her identity by using his or her name but should simply have his or her student identification number posted at the top of the essay—this shall help to prevent the Advisory Board from making a biased decision; and
- 4) the essays from the two candidates shall be sent to the Advisory Board who shall determine by a majority vote which candidate shall fill the position.

#### **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 Advisor Board shall take into consideration the diversity of the faculty about content area instruction and the **four** grade levels at Moore 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.

