

MOORE HIGH SCHOOL
By-Laws for Senior Class Officers
Effective 2018-2019

Article I: Elections and Eligibility to Run for Senior 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 of 3.00 from the 9th Grade through the first semester of 11th Grade;
- 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 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 Senior Class Officers

Senior Class Officers hold a position of esteem and leadership at Moore High School. Each Officer is 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 at all times. Senior Class Officers must follow all of the policies and procedures outlined within the Student Handbook. In addition, Senior Class Officers must:

- 1) maintain a minimum composite grade point average of 3.00;
- 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) display positive leadership characteristics at all times; this includes but not limited to:
 - a. behavior in school
 - b. behavior at school functions (sporting events, etc.)
 - c. behavior outside of school
 - d. behavior on electronic and social media;
- 4) attend all scheduled meetings and activities with Sponsors, Senior Principal, and/or fellow Senior Class Officers; Sponsors may designate one day each week (same day each week unless otherwise notified) for mandatory meetings;
- 5) obtain Sponsor approval on all matters relating to class activities, fund raisers, purchases, scheduling of events, Senior Gift, etc.;
- 6) be present for the selling of all items sold by the Senior Class (including, but not limited to, t-shirts, tassels, sweatshirts, banquet tickets, and breakfast tickets – Senior Class Officers are forbidden to participate in any fund raising activity that appears to be connected with Moore High School and/or the Senior Class but has not been sanctioned by the administration);
- 7) assist in the planning of and be in attendance of all Senior Class events (including, but not limited to, Senior Orientation, Homecoming Parade, Senior Night, Graduation Fair, Senior Banquet, Senior Breakfast, and Graduation);
- 8) fulfill the requirements and responsibilities for individual offices as noted below; and
- 9) fulfill any other class responsibilities the Sponsors and/or Senior Principal deem necessary and appropriate.

The Senior 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 Senior Principal's approval.

The Senior Class Vice President is responsible for:

- 1) being ready to step in for the Senior 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 Senior Principal's approval.

The Senior 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, receipt books, and the reunion form;
- 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 Senior Principal's approval.

The Senior Class Reporter is responsible for:

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

Article III: Disciplinary Procedures and Removal from Senior Class Office

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 copy each will be kept on file by Sponsors and 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.

The Advisory board and/or Principal may elect to dismiss, without prior warning, any Officer whose behavior is considered flagrant or inappropriate to the standards of a Senior Class Officer. If it goes before an Advisory Board a majority vote is required to dismiss an Officer. These behaviors may include but are not limited to:

- a. improper behavior in school – including tardiness, truancy, rules violations, or acts of defiance;**
- b. behavior at school functions (sporting events, etc.);**
- c. behavior outside of school that violates city ordinances, state, or federal laws;**
- d. behavior on electronic and social media – including anything that could be considered bullying/violent behavior, talk of drugs or alcohol, or anything that is considered not a leadership quality.**

If the Advisory board and/or Principal 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.

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 School's 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.

Article IV: Replacement of Officers

In the event that there is a vacancy in the office of Senior Class President, the Senior 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 Senior 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 Senior 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 Senior 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 Senior 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 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 Advisory Board shall take into consideration the diversity of the faculty with regard to 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.

