

Southmoore High School Student Council By-Laws

To be used in conjunction with Article IX of the Student Council Constitution

ARTICLE I **OFFICERS**

Section 1. REQUIREMENTS

- A. All Officers are required to be enrolled in the Leadership Class during their term of office.
- B. All Officers are required to maintain a minimum grade point average of 3.00. Grades will be checked with each regularly scheduled progress report and with the report card at the end of each semester. If the academic standard is not maintained, the Officer will be placed on academic probation until the issuance of the next progress report. Failure to make appropriate academic progress will result in further disciplinary measures as outlined in the Student Council Constitution. Only one probationary period will be allowed per Officer.
- C. All Officers are required to attend regularly scheduled Executive Board meetings. Attendance will be monitored by the Sponsors. Unexcused absences will result in disciplinary measures as outlined in the Student Council Constitution.
- D. All Officers are strongly encouraged to attend the “Basic” and/or “Advanced” leadership workshops sponsored during the summer by the Oklahoma Association of Student Councils (OASC).

Section 2. DUTIES

- A. The President shall perform the following duties:
 - 1. Preside over all Student Council meetings
 - a. Maintain a calendar of activities and meetings of the year.
 - b. Prepare the meeting agenda.
 - 2. Preside over Executive Committee meetings
 - a. Review agenda of Student Council meetings.
 - b. Assign, with the assistance of the Sponsors, duties for other Officers.
 - c. Keep a list of contact information of all Officers and Sponsors.
 - 3. Appoint, with the assistance of the Sponsors, all members to standing and special committees with the exception of a special Impeachment committee.
 - 4. Call special Student Council and Executive Board meetings.
 - 5. Represent or address the student body whenever it is deemed necessary or appropriate by Administration and/or Sponsors.

6. Maintain appropriate correspondence with the Student Councils of other schools.
 7. Perform other duties as assigned by the Sponsors.
- B. The Vice President shall perform the following duties:
1. Assume the duties of the President in his/her absence.
 2. Coordinate the activities of all committees.
 3. Keep an official list of all committee chairpersons and members.
 4. Make sure the committee chairpersons are fulfilling their duties.
 5. Report the names of those committee members to the Secretary who have completed their duties so they may receive merit points.
 6. Maintain a school calendar visible for students.
 7. Perform other duties as assigned by the Sponsors.
- C. The Secretary shall perform the following duties:
1. Keep and maintain an accurate record of the minutes and attendance of Student Council and Executive Board meetings.
 2. Keep a record of merit points of all Student Council members.
 3. Keep a file of school activities.
 4. Send out proper notices and announcements of Student Council meetings.
 5. Maintain correspondence as required by the President and Sponsors.
 6. Perform other duties as assigned by the Sponsors.
- D. The Treasurer shall perform the following duties:
1. Work with Sponsors to keep an accurate record of the finances of Student Council.
 2. Work with Sponsors to collect and deposit Student Council money.
 3. Attend to financial matters and act upon appropriations and expenditures.
 4. Work with Sponsors in the preparation of purchase orders.
 5. Perform other duties as assigned by the Sponsors.
- E. The Reporter shall perform the following duties:
1. Notify the school and local newspapers of all Student Council activities.
 2. Oversee publicity of Student Council activities by preparing and maintaining announcements.
 3. Serve as the official photographer.
 - a. Take pictures and/or video of activities and assemblies.
 - b. Have camera and necessary supplies and equipment ready in advance.
 4. Coordinate and produce the video for the End-of-Year assembly.
 5. Perform other duties as assigned by the Sponsors.
- F. The Parliamentarian shall perform the following duties:
1. Assist the President in maintaining professional order during all Student Council and Executive Committee meetings.
 2. Be familiar with Robert's Rules of Order.
 3. Assist the Reporter with publicity and the Student Council scrapbook.

4. Coordinate and maintain the use of the outdoor marquee.
 5. Perform other duties as assigned by the Sponsors.
- G. The Freshman Representative-at-Large shall perform the following duties:
1. Help coordinate Freshman Class activities.
 2. Represent the Freshman Class on the Executive Board.
 3. Assist the other Officers as needed.
 4. Perform other duties as assigned by the Sponsors.

Section 3. RESPONSIBILITIES

- A. Be a positive role model at all times:
1. Follow all school and district rules and policies as outlined in the Student Handbook.
 2. Maintain a positive and enthusiastic attitude.
 3. Participate in all Student Council activities.
 4. Be able to answer, or to find out the answer, to any questions or concerns from the student body.
- B. Display positive leadership characteristics at all times;
1. Abide by local and state laws and regulations, especially pertaining to those which restrict and/or prohibit use of substances such as tobacco, electronic cigarettes (e-cigs), alcohol, and/or illicit or controlled drugs
 2. Follow all school and district rules and policies as outlined in the Student Handbook.
 3. Maintain a positive and enthusiastic attitude toward Southmoore and/or Student Council at all times whether or not on School or District property or whether or not in attendance at a School or District event.
 - a. Postings and other interactions through any form of social media should also express a positive and enthusiastic attitude. Comments, images, video, and/or other postings which are deemed to violate the spirit of the responsibilities noted here may result in disciplinary action both within Student Council and with School Administration and may include the possibility of removal from office.
- C. Develop and maintain communication with the student body, fellow Officers, the Sponsors, and Administration.
- D. Keep an up-to-date notebook which contains a calendar of Student Council activities, notes from Student Council and Executive Committee meetings, and information specific to the individual Officer's duties and responsibilities.

ARTICLE II **SPONSORS**

Section 1. The Principal will appoint two faculty members to serve as sponsors of the

Student Council. Sponsors serve as advisors and do not vote.

Section 2. DUTIES AND RESPONSIBILITIES

- A. Monitor the performance of the Officers. Provide the appropriate motivation and, if needed, discipline appropriate to insuring that Officers fulfill the expectations placed on them.
- B. Provide appropriate support to the Officers to help them fulfill their duties. However, Sponsors are not to perform the Officers' duties for them.
- C. Be available at all times to help the Officers with any problems.
- D. Monitor the grade point averages for Officers.
- E. Arrange for transportation to and from all Student Council activities.
- F. Excuse members from class for Student Council activities.
- G. Maintain a proper role model attitude demonstrating leadership standards which contribute to the on-going education of each Officer.
- H. Help establish an atmosphere where students feel they can voice an opinion and initiate action.
- I. Promote the process in which Officers listen, recommend, inform, and maintain two-way communication with other individuals or groups.
- J. Help facilitate accomplishment of the Student Council goals without dominating or coercing.

ARTICLE III **COMMITTEES**

The purpose of committees is to utilize small groups of people to study, recommend, plan, delegate, and carry out the actual work of the Student Council within the school and community.

- A. The Executive Board is a standing committee comprised of the Sponsors and Officers of the Student Council.
- B. Additional standing committees will be established by the Sponsors.
- C. As needed, special committees may be appointed by the Sponsors and President.
- D. The chairperson of the Executive Board shall be the Student Council President.

The chairperson of all other committees may be appointed by the President, Executive Board, Sponsors, or the committee itself.

ARTICLE IV
RULES OF ORDER

The Student Council and Executive Committee meetings will be conducted under the rules and laws of parliamentary procedure as defined by Robert's Rules of Order and as interpreted by the Parliamentarian and Sponsors.