

# Wakefield Middle School Student Council

## Constitution and By-Laws



### Article I: Name

The name of this organization shall be the **Wakefield Middle School Student Council** (WMS StuCo).

### Article II: Affiliation

This association shall be affiliated with the **North Carolina Association of Student Councils** (NCASC).

### Article III: Mission and Purpose

**Section 1.** The Mission of Wakefield Middle School's Student Council is to develop leaders who will strive to create a strong school community by:

- promoting positive relationships throughout the entire school
- improving school spirit and morale
- providing a forum for student expression
- providing an orderly direction of school activities
- promoting community involvement in the school

**Section 2.** The Purpose of Wakefield Middle School's Student Council is:

- To encourage the development leadership skills among all enrolled students
- To provide leadership training for student council members and advisers.
- To assist our school to focus on relevant issues that affect them and to seek solutions to the ever-changing challenges that arise throughout the year.
- To encourage students to seek out opportunities for building civic skills and attitudes such as participation in elections, discussion and debate of issues, and collaborative decision-making.
- To encourage active, ongoing broad-based participation in leadership training activities at the school, district, state, regional, and national levels.
- To cooperate in purpose and function with the North Carolina Association of Student Councils (NCASC) and other creditable organizations whose purposes are consistent with those of the NCASC.
- To recognize individuals and related participants for their service and contributions toward the fulfillment of the mission and purposes of the Wakefield Middle School Student Council.

## Article IV: Membership

### Section 1. Definition of Membership

Membership of the WMS Student Council shall be composed of the Advisor, Executive Board (elected officers), Team Representatives, and Members-at-Large

#### A. Duties of Officers, Homeroom Representatives & Members-at-Large

**President: (must be rising 8th grader)** Duties and Responsibilities:

- ☐ Preside at meetings of the Executive Board of Officers and General Membership
- ☐ Represent the Council/Student Body at Student Council events & PTSA meetings
- ☐ In collaboration with the Advisor and Executive Board Officers, develop year-long agenda items for the organization
- ☐ Perform other duties as delegated by the Advisor and/or Executive Board
- ☐ Attend training opportunities provided by the NCASC and WMS StuCo

**Vice President (2 positions-one from 7<sup>th</sup> grade and one from 6<sup>th</sup> grade)**

- ☐ Preside at meetings of the Executive Board of Officers and General Membership in the absence of the President
- ☐ The Vice Presidents of the Student Council will chair committee meetings for committees assigned to them
- ☐ Represent the Council by attending/participating in Student Council events/activities
- ☐ Perform other duties as delegated by the Advisor and/or Executive Board
- ☐ Attend training opportunities provided by the NCASC and WMS StuCo
- ☐ Serve as the head of the Grade Level Team Reps; serve as ambassador for grade as needed for school and team

**Secretary (open to students from grades 7-8 who meet candidate eligibility standards)**

- ☐ Compile and keep the minutes of Executive Board of Officers meetings
- ☐ Take attendance for meetings and events
- ☐ Maintain contact information for members of the organization
- ☐ Provide/post directions, notices, minutes, and the agenda of meetings to Executive Board of Officers and General Membership
- ☐ The Secretary of the Student Council will chair committee meetings for committees assigned to them
- ☐ Perform other duties as delegated by the Advisor and/or Executive Board
- ☐ Represent the Council by attending/participating in Student Council events/activities
- ☐ Attend training opportunities provided by the NCASC and WMS StuCo

**Communications Director (open to students in grades 7-8 who meet candidate eligibility standards)**

- ☐ Publicize Student Council Events & Activities upon the request of the Executive Board

and/or Advisor

- ☐ Create/maintain a Social Media Presence for Student Council events/activities.
- ☐ Survey student body to gather input upon the request of the Executive Board and/or Advisor
- ☐ The Communications Director of the Student Council will chair committee meetings for committees assigned to them
- ☐ Perform other duties as delegated by the Advisor and/or Executive Board
- ☐ Represent the Student Council by attending/participating in Student Council events/activities
- ☐ Attend training opportunities provided by the NCASC and WMS StuCo

**TEAM Representatives** (selected by teams via appointment or election)

- ☐ Attend ALL meetings of the General Council and report back to homeroom
- ☐ Support the goals and objectives of the Student Council by serving on committees and attending committee meetings, as well as attending/participating in Student Council events/activities
- ☐ Survey homeroom upon request of Executive Board and/or Advisor
- ☐ Serve as an ambassador for your team/school as needed
- ☐ Attend training opportunities provided by the NCASC and WMS StuCo

**Members-at-Large** (selected by Advisor based upon student interest and application process)

- ☐ Attend all meetings of the General Council and report back to homeroom
- ☐ Support the goals and objectives of the Student Council by serving on committees and attending committee meetings, as well as attending/participating in Student Council events/activities
- ☐ Serve as an ambassador for your team/school as needed
- ☐ Attend training opportunities provided by the NCASC and WMS StuCo

**B. Eligibility to hold office/serve as a Member of Student Council:**

- ☐ All Student Council Officers must maintain a "C" average or better in all courses; Team Representatives/Members-at-Large must maintain a "D" average or better in all courses to remain a member of the organization.
- ☐ All Student Council Officers, TEAM Representatives, and Members-at-Large must serve as Role Models for the School Community by following school/class rules.
- ☐ Progress Checks must be presented to the Advisor for review and verification of eligibility to continue as a member.
- ☐ Officers/Representatives/Members who fail to maintain grades will be placed on probation as a non-voting member for one grading period. If the student fails to improve his/her/their grades by the next grading period, this will result in an automatic suspension from the Student Council.

- ☐ Officers/Representatives/Members who fail to follow school/class rules which result in multiple discipline infractions, ASD, ISS, or OSS will be subject to disciplinary action as determined by the Advisor which could include, but is not limited to, suspension of duties, probation as a non-voting member, or removal from the Council.
- ☐ **Filling Open Seats:**
  - ☐ Open TEAM Representative seats that occur during the school year will be directed back to the grade level team teachers to conduct an election for a replacement representative.
  - ☐ Officer positions that come open during the school year may be filled by a review/appointment from the Advisor.

## **Section 2: Election Procedures for Officers, Representatives, & Members-at-Large:**

- A. Elections for President, 7th Grade Vice President, Secretary, and Communications Director will take place in the Spring Semester of each year (May). Elections for 6th grade Vice President will take place in the Fall semester of each year (no later than the first week of October).
- B. Each Office of the Executive Board will be limited to no more than 3 qualified candidates (based upon eligibility rules in Article IV Section 1).
- C. **Election Procedures and Protocols:** Students may run for open offices based upon a call for elections by the Student Council Advisor. The required criteria to have a name added to the ballot include:
  - ☐ **Completion of an application packet** (includes duties of offices & campaign rules, application, essay and teacher recommendations) signed by the candidate and parents submitted by due date and time. ***Late submissions will void candidacy.***
  - ☐ **Candidates must participate in an interview** conducted by the Advisor and other appointed representatives from the school. This interview will serve as part of the criteria for determining the candidates for each office. ***Failure to interview will disqualify a candidate.***
  - ☐ Candidates chosen to run for each office will be contacted by the Advisor.
  - ☐ **Candidates must participate in a Grade Level/School Level Caucus meeting** to answer questions from the students about their office and intentions if elected.
  - ☐ **Candidates will present a campaign speech to the student body.**
  - ☐ Current 7th and 6th graders will comprise the voting population for Spring Elections. Fall elections will be composed of 6th grade voters. Elections will be decided based upon a simple majority count.
  - ☐ All procedures for conducting campaigns, campaign speech requirements, and the election process will be defined in a Campaign Rules packet and will be presented to selected qualified candidates by the advisor before the beginning of the election cycle.
  - ☐ **Failure to abide by campaign rules as defined in the Campaign Rules will disqualify a candidate.**

**D. Team Representatives:** Each Grade Level TEAM shall appoint or elect up to 5 representatives to the Council. Representatives should be selected and submitted to the Advisor/Executive Board by the end of the first week of September.

**E. Members-at-Large:** Members of the Student Body who have not been elected or selected as an Officer or Team Representative and who meet the qualifications outlined in Article IV Section 1 may become members of the Student Council by completing an application provided by the Advisor. Membership must be approved by **the Advisor and/or Executive Board**.

#### **Article V: The Advisor**

The Student Council Advisor is appointed by the Principal & acting as a designee of the Principal is empowered to manage council activities, oversee the council budget, provide leadership training, and assist with planning events, schedule meetings, as well as support the organization in an advising capacity. Duties (include but not limited to):

- ☐ Appoint all committees required by the constitution, by-laws, or approved by the Executive Board of Officers
- ☐ Support the organization in planning and delivering agenda items, committee responsibility, and school wide related programs.
- ☐ • Serves as the school liaison for the organization to administration, staff, and interested parties.
- ☐ Coordinate all financial matters for the organization related to any fundraiser activity.
- ☐ Serve as the faculty advisor for the organization to school administration, staff, and interested community and related organizations.

#### **Article VI: Meetings**

**Section 1.** Meetings shall be defined by the Advisor and/or Executive Board. General Council meetings will *typically* occur once a month. Committee meetings will occur as needed based upon agenda items or overall function of Council activities as determined by the Advisor and/or Executive Board.

**Section 2. Voting-** All agenda items that need Council approval must be voted on using Robert's Rules of Order voting procedures (motion, second, vote).

#### **Article VII: Amendments**

Changes to this constitution may be made using the following procedure:

- ☐ A proposed amendment shall be submitted in writing to an officer who will print to the attention of the Executive Board. The Executive Board will then review and vote on it.
- ☐ A special appointment meeting of the General Council will be called by the Advisor.
- ☐ This constitution may be amended if a proposed amendment has been approved by a majority of the Executive Board, is presented to the General Council at an appointment meeting by the Advisor (once a semester), receives at least a two-thirds approval of voting membership during

the appointed amendment ballot initiative meeting.

*Adopted Spring 2018*

*Amended Spring 2022*