FLORENCE ELEMENTARY SCHOOL

Student Council Constitution

**Article One (Name)**

The name of this organization shall be the Florence Elementary School Student Council, hereinafter called the Council.

**Article Two (Purpose)**

The purpose of the Council shall be to:

1. Strive for good citizenship
2. Strive for academic excellence
3. Respect all individuals in the school and community
4. Involve all students in sharing ideas to make our school the best it can be
5. Help all students work together in our school
6. Give all students practice in democracy in action
7. Help other citizens and groups in our community

**Article Three (Membership)**

Section 1: All students in grades 3 and 4 shall have the opportunity to be nominated, to vote, and to offer ideas for Council action.

Section 2: The members of the Council shall be the officers elected by the students in grade 3 each spring, and homeroom representatives elected by homerooms in grades 3 and 4 each fall. The Council will also have five at-large positions (called Ambassadors). The students who fill the Ambassador positions would be the first runners-up in the election for each officer position. These Ambassadors will attend all meetings. In the case that one of the officers had to vacate the position, the Ambassador who also ran for that office would fill the position and be subject to all officer requirements.

Section 3: The officers shall be elected from grade 3 each spring. The officers shall be defined as the President, the Vice President, the Secretary, the Treasurer, and the Historian.

Section 4: Each homeroom in grades 3 and 4 shall elect two homeroom representatives each fall.

Section 5: The principal of Florence Elementary School shall be the final authority over all actions of the Council.

**Article Four (Qualifications)**

Section 1: Any student who wishes to be a member of the Council, either as an officer or a homeroom representative shall:

1. Maintain overall average grades of A’s and B’s on the report card
2. Maintain an overall average of E in citizenship on the report card
3. Have all homework completed on time
4. Have all classwork completed in a timely manner
5. Strive to be well organized
6. Have the ability to work well with others
7. Maintain high attendance at school
8. Be punctual to school, to class, and to Council meetings

Section 2: A meeting will be held with all students in grade 3 during the spring of school each year. During the meeting, students will be informed of the standards for membership on the Council as an officer. Homeroom representative elections will be held in the fall of each school year.

**Article Five (Officers)**

Section 1: The officers shall be the President, the Vice President, the Secretary, the Treasurer, and the Historian.

Section 2: (Process)

* The Student Leader Evaluation Form will be used as the criteria to become an officer on the Florence Elementary Student Council.
* One copy of the Student Leader Evaluation Form will be given to the student’s homeroom teacher from the previous year. In the event the student was not a student on the campus the previous year, the Evaluation Form will be given to the current homeroom teacher.
* The Council Advisors and the principal will review the Student Leader Evaluation Forms. All students who qualify to seek an office on the Council will attend a meeting during the spring to discuss the election process and the guidelines for campaigning.

Section 3: (Term of office) Term of office will be the school year for which the officer was elected.

Section 4: In the event that the elected officer is unable to fulfill his or her role to which he or she was elected, the student who was first runner-up for the position (Ambassador) will fulfill the obligation of that office. If there was no runner-up, the Council will elect one of the homeroom representatives from grade 4 to fill the vacant position.

Section 5: An officer may be placed on probation for a period of six weeks when:

* At the end of the six weeks, the officer’s grades are not all A’s and B’s on the report card
* At the end of the six weeks, a student’s citizenship is less than an E on the report card
* Attendance at meetings is judged to be poor
* Tardies to meetings and school become excessive
* Failure to perform requested/required duties such as:
  + having a prepared officer report ready for each Council meeting
  + having Council supplies at the meeting
  + failure to complete work on a project more than two times

The decision to place an officer on probation will be made by the Advisors with final approval by the principal.

While the officer is on probation, his or her office will be filled by the first runner-up for that position. At the end of the six weeks if the officer has met the qualifications to hold an office on the Council, he or she will be reinstated to that position.

Section 6: Removal from office:

If an officer needs to be placed on probation for the second time, the officer

may be removed from office by the Council Advisors with final approval by the principal.

**Article Six (Homeroom Representatives)**

Section 1: Each homeroom in grades 3 and 4 shall have two elected Council representatives.

Section 2: (Process)

All interested 3rd and 4th graders interested in seeking to be a homeroom representative

on the Council will attend a meeting to discuss the election process.

* The Student Leader Evaluation Form will be used as the criteria to become a homeroom representative on the Florence Elementary Student Council.
* Any student in grades 3 and 4, who wish to be considered for a homeroom representative on the Council, must meet all eligibility criteria.
* One copy of the Student Leader Evaluation Form will be given to the student’s homeroom teacher from the previous year. In the event the student was not a student on the campus the previous year, the Evaluation Form will be given to the current homeroom teacher.
* The forms will be due back to the Council Advisors no later than the Friday of eligibility determination.
* The Council Advisors will review the Student Leader Evaluation Forms.

Section 3: (Term of office) Term of office will be the school year for which the homeroom representative was elected.

Section 4: In the event that the elected representative is unable to fulfill his or her role to which he or she was elected, the student who was the runner-up in the election may fulfill the obligation of that office at the discretion of the Council Advisors.

Section 5: A representative may be placed on probation for a period of six weeks when:

* At the end of the six weeks, a student’s grades are not all A’s and B’s
* At the end of the six weeks, a student’s citizenship is less than an E
* Attendance at meetings is judged to be poor
* Tardies to meetings and school becomes excessive
* Failure to perform requested/required duties such as:
  + reporting back to the homeroom after each Council meeting
  + neglecting to collect ideas and opinions from homeroom members
  + having a prepared homeroom report ready for each Council meeting
  + having Council supplies at the meeting
  + failure to complete work on a project more than two times

While the representative is on probation, his or her office will be vacant. At the end of the six weeks if the representative has met the qualifications to hold an office on the Council, he or she will be reinstated to that position.

Section 6: Removal from office:

If a representative needs to be placed on probation for the second time, the representative may be removed from office by the Council Advisors with final approval by the principal. The first runner-up from the homeroom will be placed in the position to serve on the Council.

**Article Seven (The election process)**

Section 1: Election of Student Council officers shall take place in the spring. All students in grades 3 will be permitted to vote for the Council officers. Election of Student Council homeroom representatives shall take place during the fall. The class members in each grade 3 and 4 homeroom will vote for two homeroom representatives.

Section 2: The principal and the Council Advisors will have the right to limit the number of candidates for each position. The Council Advisors and the principal will have the final approval of the candidates.

Section 3: Campaigning guidelines for Student Council officers:

* Campaigning will be permitted up to five days before the election.
* All campaigning must be done 30 minutes before class begins Each **Officer candidate** will be permitted to make a maximum of **two student created posters.** Each **Room Rep.** **Candidate** will be permitted to make **one student created poster.** Poster size must be no larger than half of a standard poster board. They will be posted in a place designated by the principal and Council Advisors. Officer candidate poster to be hung 3rd grade hallway and Room Rep. candidates to be hung in their classroom.
* ***No candidate will be permitted to distribute any articles such as candy, gum, or other monetary items***.
* Candidates will be permitted to ask students in grade 3 (for officer elections) and grade 3 or 4 for Room Rep. elections to support their candidacy by wearing paper campaign tags (no larger than a dollar bill or 4 inches in diameter).
* Failure to comply with any election guideline will result in immediate disqualification.

Section 4: Homeroom representatives campaigning will be their posters in the classroom.

Candidates may post one campaigning sign inside their classroom. Candidates may hand out campaign stickers/buttons during morning meeting in their classroom. Candidates will deliver a speech to their classmates prior to elections, not to exceed one minute.

Section 5: Campaigning and voting will be conducted in the spring for officers and in the fall for homeroom representatives. Officer voting will be done by secret ballot in a central location on the campus. Homeroom representative voting will be done by secret ballot in each classroom. Results will be announced at the end of the day of the election.

Section 6: In the event of a tie in any race, the top candidates receiving equal votes will be slated for a run-off election to be held within two school days of the original election.

**Article Eight (Meetings)**

Section 1: Council meetings shall take place monthly. The Council membership will decide each year the appropriate meeting dates and times. Council members may initiate agenda items. All items for the agenda must be submitted to the president, Council Advisors, or principal two days before each meeting. Additional agenda items may be added at the beginning of each Council meeting by a majority vote of Council members. If a quorum (half of Council members plus one) is not present for a meeting, no Council action may be voted upon.

Section 2: Each Homeroom Representative shall conduct class meetings at least one day before and at least two days after each Student Council meeting. The purpose of the meeting prior to Council meetings will be to solicit ideas to take to the Council. The purpose of the meeting after the Council meeting will be to share information covered in the previous Council meeting.

**Article Nine (Voting Procedures and Rules for Meetings)**

Section 1: Each officer and each representative shall have one vote. The president votes only in case of a tie.

Section 2: All motions require a second; all motions require a majority vote of the Council members for passage.

Section 3: Robert’s Rules of Order, Revised Edition shall be the authority on any question of parliamentary procedure.

Section 4: Any and all actions of the Florence Student Council are not official until approved by the principal.