Charter for the Middle School Student Council of Northland Preparatory Academy

# Preamble

As members of the Middle School Student Council at Northland Preparatory Academy, we believe in a school community that is positive, equitable, ethical, and conducive to the support of a successful education. In order to form a positive and memorable community, we will strive to: (a) achieve our best academically; (b) be an asset to our school and community; and, (c) plan and accomplish goals set by this group and school leaders. We believe that:

1. All students and staff, regardless of gender, sexual orientation, religion, color, ability, creed, or place of origin, should have the opportunity to participate in the school’s student government.
2. All participants in Student Council should be responsible members of the Northland Preparatory Academy community.
3. All students and staff should work to create a safe, diverse, and inclusive environment.
4. All students shall have certain rights and freedoms as guaranteed to them as students of Northland Preparatory Academy.

# Article I Name

This organization at Northland Preparatory Academy shall be known as Middle School Student Council, or STUCO.

# Article II Purpose

The purpose of this organization shall be: (a) to represent and assist the student body, the faculty, and the administration of Northland Preparatory Academy; (b) to foster the ideas of democracy; and, (c) inspire and develop the principles of responsibility, leadership, personal growth, self-discipline, and good citizenship. The purpose of Middle School STUCO is to represent and address the needs and interests of the student body at Northland Preparatory Academy. It shall strive to facilitate communications and interaction between students, faculty, families, and the Flagstaff community, as well as sponsor various educational and social activities that will further this purpose. As a council, we are to promote:

* Citizenship by leading each individual in developing a sense of personal responsibility and earned self-respect;
* Scholarship by contributing to the total educational growth of all students;
* Leadership by promoting opportunities for community influence and impact;
* A forum for student expression;
* Increased school morale;
* Cultural values by generating school loyalty, pride, and desire for constant improvement;
* Individual development through projects and activities; and,
* General welfare of the school and its community members.

# Article III Membership Bylaws

## Section 1. General Qualifications

1. All members of STUCO must maintain at least a 75% in all courses, or a 2.5 GPA.
	1. Should a member fall into a grade lower than a 75% for one course, the individual will be placed on probation from the Student Council until the grade has increased. Probation entails that the student may continue to attend regularly scheduled meetings; however, the individual may not attend any activities or events hosted by STUCO, or attend events as a STUCO representative.
	2. Should a member fall into a course grade(s) of no higher than a 70%, the individual will be placed on suspension for the rest of the school Quarter to raise their grade(s). If the student has not raised their course grade(s) to at least a 75% by the end of the Quarter, the student will remain on probation until the end of the following Quarter.
2. All officers and representatives shall exhibit exemplary behavior and academic ethics. If reservations about behavior or academic ethics are brought forth by school faculty or community members, the STUCO sponsor(s) with school administration shall make the final decision regarding the qualification of the candidates in question.

## Section 2. Leadership

## Executive Board

Members in a leadership position are expected to not only attend general council meetings and all STUCO hosted events, but are also expected to attend officer and selected committee meetings.

### **Subsection A. Duties of the Student Council President**

1. The President shall have the general responsibility for coordinating the activities of the Student Council and for directing and overseeing the response to the affairs of the Student Body.
2. The President shall be a representative of the Middle School Student Body at any activities or events where a student body presence is appropriate.
3. They shall attend and participate at all Student Council meetings and events.
	1. The President shall start all Student Council general meetings, developing and/or presenting the meeting’s agenda.
		1. To establish a meeting agenda, this member shall meet with the advisor(s) at a mutually convenient time prior to each meeting.
	2. The President shall close all Student Council general meetings, identifying any unresolved meeting ideas that are to be discussed at a later meeting.
4. The President shall be in the 8th grade for the year of their service, unless there is not an 8th grade candidate qualified for the position.

### **Subsection B. Duties of the Student Council Vice President**

1. The Vice President shall share the duties and responsibilities of the President.
2. Should the President be absent at a general meeting, the Vice President shall begin and close the meeting.
3. They shall represent the student body at school or community events where presence is appropriate or requested.
4. The Vice President shall be in charge of STUCO’s social media account(s), relaying appropriate and positive information regarding upcoming events and school activities.
5. They shall be in charge of designating advertising committees; publicizing meetings, events, and affairs; as well as assisting in the creation of advertisements.
6. The Vice President shall be in the 7th or 8th grade.

### **Subsection C. Duties of the Student Council Treasurer**

1. The Treasurer shall be the custodian of the Student Council funds. They shall keep all financial records and disburse funds to the sponsor(s) for council-related purchases.
2. Coordinate the preparation of the annual budget.
3. Work with the sponsor(s) in maintaining records of all receipts and expenses of the Student Council.
4. Present monthly financial reports at the last Student Council meeting of each month.
5. The Treasurer shall make a financial report at the end of the school year of all business transactions conducted during the closing school year.
6. Coordinate fundraising projects of the Student Council.
7. They shall serve as a Chairperson of any and all committees requiring financial support.
8. Should the President and Vice President be absent at a general meeting, the Treasurer shall begin and close the meeting.
9. The Treasurer shall be in the 7th or 8th grade.

### **Subsection D. Duties of the Student Council Secretary**

1. The Secretary shall be responsible for recording the minutes and acting as official timekeeper of all Student Council meetings.
2. The Secretary shall be the recipient of agenda requests from students, faculty, staff, and Student Council members. Requests shall be communicated to the President and/or the Student Council sponsor(s).
3. The Secretary shall maintain a public record of all meetings and ensure that copies of meeting minutes are available to all Student Council members in a timely manner - the Secretary may discuss the most effective method of meeting minutes distribution with the sponsor(s).
4. They shall maintain attendance records for council meetings and events, notifying the sponsor(s) of any member who has reached and/or exceeded the two allotted absences per semester.
5. Should the President, Vice President, and Treasurer be absent at a general meeting, the Secretary shall begin and close the meeting. In the time that the Secretary presides a meeting, the Faculty Liaison shall record the minutes and act as the temporary timekeeper.
6. The Secretary shall be in the 7th or 8th grade.

### **Subsection E. Duties of the Student Council Faculty Liaison**

1. The Faculty Liaison shall be the bridge in communicating Student Council events with Middle School teachers and staff.
2. They shall communicate with teachers and staff when faculty support is requested.
3. In the time that the Secretary presides a meeting, the Faculty Liaison shall record the minutes and act as the temporary timekeeper.
4. Should the President, Vice President, Treasurer, Secretary be absent at a general meeting, the Faculty Liaison shall begin and close the meeting. At the time of this occurrence, the sponsor(s) may be assigned as temporary Secretary for the duration of the meeting.
5. The Faculty Liaison shall be in the 7th or 8th grade.

## Class Representatives

Representatives must attend all general council meetings and all STUCO hosted events. Class Representatives shall also attend meetings of committees of which they are members. As the elected official(s) of each Middle School grade level, Representatives shall bring to the Council the suggestions of the members of their class for consideration.

* There is to be at least one (1) representative for each grade level. Class Representatives are not to be members of the executive board.
	1. At least one (1) representative for the 6th grade;
	2. At least one (1) representative for the 7th grade; and,
	3. At least one (1) for the 8th grade.

## Committees

All Student Council members are to be active members of at least one (1) committee. There shall be four (4) standing committees. Should additional committees be requested, or deemed necessary by the STUCO sponsor(s) and/or school administration, the committees may be added as either standing or circumstantially necessary. The standing committees shall be as follows:

1. Gooditude - Responsible for the planning and implementation of student and faculty recognition.
2. Philanthropy - Responsible for the planning and implementation of any STUCO hosted/assisted service and community projects.
3. Spirit - Responsible for the planning and implementation of any STUCO social events. This committee shall also develop activities for Student Council meetings and encourage Student Council member morale.
4. Sport - Responsible for the planning and implementation of any activities representing Middle School sporting teams.
5. Fundraising - Responsible for planning events to accumulate funds for the Student Council to support all other activities and events.

## Section 3. Appointment to Student Council

* To be considered for a position or general member in the Middle School Student Council, students must: submit a completed application; have at least a high C average for their sixth/seventh grade school year; and, have at least one (1) recommendation from their sixth/seventh grade ILS/TSS teacher(s). Classroom behavior, unnecessary unexcused absences, and office referrals will be a factor in the selection of students.
* The sponsor(s) will select members using submitted applications and teacher recommendations. Sponsor(s) may also conduct interviews of the candidates, if desired.

### Leadership Roles

* Students wishing to hold a position in the Executive Board shall campaign amongst the active Student Council members. Active and present Student Council members shall be the sole voting individuals of executive roles. Should a tie breaker or final decision be required, the sponsor(s) shall be the determining factors.
* Students wishing to be a Class Representative may run an appropriate, respectful, and just campaign amongst the entire grade level. Voting for each Class Representative position shall be designed and implemented by the Student Council sponsor(s).

## Section 4. Attendance and Participation

All STUCO members are expected to attend all general meetings, committee meetings, and STUCO hosted events and activities. A verbal or written conversation with the STUCO sponsor(s) and/or Student Council Secretary should take place before a potential meeting or activity absence at least one day prior to the scheduled meeting time, unless as a result of a medical or family emergency. Missing more than two meetings a semester, or four meetings during the duration of the STUCO in-session, can be considered grounds for dismissal from STUCO, unless the absence(s) is a result of a medical or family emergency.

# Article IV Code of Conduct

The Northland Preparatory Academy Middle School STUCO, as individuals actively in a student government, exhibits strong and positive role model qualities. These qualities include: (a) showing respect to one’s self and others, (b) maintaining exemplary status in academics, (c) attending meetings, and (d) participating in STUCO planned activities. As an importance to the school community, all STUCO members realize that maintaining a strong and positive leadership role is imperative.

1. Members represent Northland Preparatory Academy at all times. Members are expected to act with integrity, courtesy, and respect in all situations.
2. The following actions will not be tolerated and result in immediate dismissal from STUCO: bullying, harassment, violence, vandalism, theft, destruction of school property, the use of alcoholic beverages, tobacco, academic dishonesty, etc. The actions listed above will not be tolerated and are subject to repercussions deemed appropriate by the Principal or Vice Principal.
3. It is expected that STUCO members will treat Northland Preparatory Academy administration, teachers, staff, students, and other members of the community with respect.
4. Any disciplinary actions such as detention, suspension, etc., are considered grounds for probation, immediate dismissal, or handled on a case by case basis.
5. Northland Preparatory Academy administrators or STUCO sponsor(s) can remove a student from the organization as a disciplinary measure at any time.
6. Members are expected to maintain academic integrity.
7. Attendance at STUCO meetings and activities is vital to the group’s and community’s success. Therefore, attendance at all STUCO meetings is expected. A verbal or written conversation with the STUCO sponsor(s) should take place before a potential meeting or activity absence at least one day prior to the scheduled meeting time, unless as a result of a medical or family emergency. Missing more than two meetings a semester, or four meetings during the duration of the STUCO in-session, can be considered grounds for dismissal fromSTUCO, unless as a result of a medical or family emergency.

# Article V Amendment Process

Any information presented in this document, including but not limited to: executive responsibilities, amount of leadership roles, leadership titles, etc., can be amended if a member, officer, or faculty member of the Student Council proposes an amendment or addition. For an amendment to be valid and added to this charter, there must be a majority vote in support. Any amendments shall be added onto this document following Article V, instead of replacing the article, section, or subsection in need of alteration.