

# *St. Elmo Elementary School Student Council Constitution*

Revised 2016

## **Article One**

The name of this organization shall be the St. Elmo Elementary School Student Council.

## **Article Two**

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. Help plan leadership events and leadership opportunities throughout the school year.

## **Article Three**

Section 1: All students in Grades 3, 4, and 5 shall have the opportunity to be nominated, to vote, and to offer ideas for Council action.

Section 2: The members of the Student Council shall be the officers elected by the student body (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> graders) and classroom representatives are chosen by their individual classroom and teacher.

Section 3: The officers shall be elected from current students in grades 4 and 5. The officers shall be defined as the President, the Vice President, the Secretary, Treasurer, and Historian. Only a 5<sup>th</sup> grader can be president, and they must have served on Student Council the previous year.

Section 4: Each classroom in Grades 3, 4, and 5 will vote on 2 classroom representatives.

Section 5: The principal of St. Elmo Elementary School, Mrs. Fletcher, shall be the final authority over all actions of the Student Council.

## **Article Four**

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

1. Maintain grades no lower than a "B" on their report card at the end of each quarter.
2. Maintain an "S" in conduct and work-study on the report card at the end of each quarter.
3. Have all homework completed on time.
4. Have all classwork completed on time.
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.
9. Display leadership qualities.

Section 2: A meeting will be held with all students in grades 3, 4, and 5 during the school day, before school, or after school each year at least once a month. During the meeting, students will be informed of the standards for membership on the Council as an officer or a classroom representative.

#### **Article Five (Cabinet Positions)**

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

Section 2: (Process)

- The Student Council Application and teacher referral will be used as the criteria to become an officer on the St. Elmo Elementary Student Council.
- Any student in the current grades 3, 4, or 5 who wishes to be considered for office on the Council should request an application from their teacher or council sponsor.
- The president has to have served on student council the previous year and must be a 5<sup>th</sup> grade student.
- The forms will be due back to the Council sponsor no later than the due date specified on the application.

Section 3: (Term of office) The 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 will fulfill the obligation of that office. If there was no runner-up, the Council will elect one of the classroom representatives from grade 5 to fill the vacant position.

Section 5: An officer may be placed on probation for a period of 4 weeks when:

- At mid-quarter or the end of the quarter, the officer's grades are lower than a "B".
- At mid-quarter or the end of the quarter, a student's conduct grade and/or work-study is less than an "S" 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.

The decision to place an officer on probation will be made by the sponsor and the principal.

While the officer is on probation, his or her office will be filled by the sponsor. At the end of first quarter 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 with final approval by the sponsor and the principal.

#### **Article Six (Classroom Representatives)**

Section 1: There will be two 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade Student Council Classroom Representatives per class chosen.

## Section 2: (Process)

- The Student Council Application form and teacher referral will be used as the criteria to become a classroom representative on the St. Elmo Elementary Student Council.
- Any student in grades 3, 4, and 5 who wishes to be considered for a classroom representative on the Council, may obtain an application packet including the teacher referral forms.
- The forms will be due back to the Council sponsor by the date specified on the application.
- The Council sponsor and the principal will review the application. All students who qualify to seek to be a classroom representative on the Council will attend a meeting to discuss the election process.

Section 3: (Term of office) The term of office will be the school year for which the classroom 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 will fulfill the obligation of that office.

Section 5: A representative may be placed on probation for a period of 4 weeks when:

- At mid-quarter or the end of the quarter, the representative's grades are lower than a "C".
- At mid-quarter or the end of the quarter, a student's conduct grade and/or work-study is less than an "S" on the report card.
- 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 classroom after each Council meeting.
  - having a prepared classroom report ready for each Council meeting.
  - having Council supplies (folder, pencil, and paper) 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 sponsor and the principal.

Depending on the severity of the issue, the officer will be placed on probation until mid-quarter grades or report cards are distributed.

While the representative is on probation, his or her position will be filled the other representative. At the end of the four 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 decision between the sponsor and the principal.

## Article Seven (The election process)

Section 1: Election of Student Council officers and classroom representatives shall take place. All students in grades 3<sup>rd</sup> through 5<sup>th</sup> will be permitted to vote for the Council officers for the school year. The student council representatives will be chosen at the beginning of the school year by individual classrooms.

Section 2: The principal and the sponsor will have the right to limit the number of candidates for each position. For example: Three students will be permitted to run for each office on the Council. In the event that there are more than three students who wish to run for the office, the three students with the best scores on the Student Leader Evaluation Form will be chosen. The sponsor and the principal will have the final approval of the candidates.

Section 2: Campaigning guidelines for Student Council officers:

- Campaigning will be permitted up to five days before the election. Campaigning will take place during a designated week.
- All campaigning must be done up to 25 minutes before class begins and at the end of the school day. It is not to interfere with the instructional day.
- Campaigning may include welcoming students into class, greeting in the hallway or in the cafeteria, and passing out stickers or fliers.
- Each candidate will be permitted to make a maximum of one full sized poster. They will be hung by the sponsor in the gym.
- Candidates are not permitted to pass out any candy or bribes to get votes. Your overall character and citizenship should be the driving force of your campaign.
- Campaigning should not be discussed during the school day if possible.
- Any campaigning that leads to social conflicts including singling people out, excluding friends, inappropriate or negative remarks will be addressed by the principal and sponsor and may lead to your name being removed from the roster.
- Do not leave your classroom and disturb another class with campaign materials.
- All elected officer positions will be asked to deliver a speech. The speech will be given during an assembly for the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders to view before voting.

Section 3: Classroom representatives will be chosen at the beginning of the school year. Any one approved to run for office who does not get voted in as an officer, will be an automatic consideration for classroom representative.

Section 4: Voting will be done by voting machines. Results will be announced as soon as voting is complete and the votes are tallied.

#### **Article Eight (Meetings)**

Section 1: Student Council meetings shall take place at least once a month in a designated area. An agenda shall be prepared by the sponsor and student council president and handed out to each member of the Council at the meeting. Student Council members may initiate agenda items for the following meeting. Additional agenda items may be added at the beginning of each Council meeting by a majority vote of Council members. Students will be asked to share the agenda items with parents to update them on any upcoming events or activities.

Section 2: Each Classroom Representative shall conduct in class a 1 minute class meeting after each Student Council meeting. The purpose will be to share the information discussed in the student council meeting.

**St. Elmo Elementary School  
Student Council  
Constitution and Guidelines**

I have read and understand the St. Elmo Student Council Constitution and understand the guidelines set forth.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date