

STUDENT COUNCIL BYLAWS

Hogg Middle School

The name of this organization shall be Hogg Middle School Student Council.

PURPOSE OF HOGG MIDDLE SCHOOL STUDENT COUNCIL: To promote citizenship, scholarship, leadership, human relations and cultural values in order to:

- Provide the Hogg Middle School Community with opportunities to share their time, gifts, and talents in service to Hogg Middle School; the communities and the surrounding area that makes up HISD; and the global community.
- Provide special events that promote school spirit.
- Provide activities and support a school environment that promotes high academic standards and global citizenship.
- Work together with fellow Student Council members, fellow students, faculty, staff and administration to make Hogg Middle School the best that it can be.

MEMBERSHIP OF STUDENT COUNCIL

Each elected candidate will be required to share this copy of the bylaws with their parents/guardians, **who must sign the copy of the bylaws**, allowing their child to be a member of Student Council.

Article I. Officers

The officers of Hogg Middle School Council shall be:

- President
- Vice President
- Secretary
- Treasurer
- Historian/Reporter

Article II. Duties of Officers

The President - 8th Grader - shall:

- Preside over meetings;
- Prepare an outline of an agenda for all general Student Council meetings;
- Coordinate activities in conjunction with Student Council Advisor;
- Assist in the planning, set up and clean up of all Student Council events.

Vice President - for each grade level - shall:

- Keep rules of order;
- Fulfill duties of President and/or any absent officer;
- Assist in the planning, set up and clean up of all Student Council events;
- Assume Presidency in case of a vacancy.

Secretary - 7th or 8th Grader - shall:

- Record minutes at all meetings;
- Publish and distribute minutes at subsequent meetings with advisor's assistance;
- Take and keep official record of meeting attendance;
- Keep an archive of minutes;
- Assist in the planning, set up and clean up of all Student Council events;
- Read all incoming correspondence and correspond with other Persons/Organizations at the discretion of the advisor.

Treasurer - 7th or 8th Grader - shall:

- Keep a record of all financial transactions made by Student Council;
- Assist in the planning, set up and clean up of all Student Council events;
- Provide a written report of all transactions at the meeting to become an official part of the meeting's minutes.

Historian/Reporter - TWO 7th and/or 8th Graders:

- Keep a binder of all Student Council activities including photographs, newspaper articles, flyers, etc.
- Assist in the planning, set up and clean up of all Student Council events;
- Take photographs at all official functions sponsored by Student Council;
- Report to general student population through morning announcements.

Article III. Council

The Student Council shall consist of:

- Elected officers;
- Student Council Advisors;
- Three 6th Grade Representatives
- Three 7th Grade Representatives
- Three 8th Grade Representatives

Article IV. Student Council Election

- Elections for Hogg Middle School Student Council Officers and Representatives shall be held annually.

- Candidate Application must have a recommendation and signature from two teaching faculty members, one of which has to be a current, core-subject teacher, such as English, math, science, social studies. In cases where the candidate's qualifications are unclear, the teacher endorsements will be followed up for clarification.
- The potential candidate will return the required information to Student Council Advisor within designated time.
- Campaigning shall be permitted for the two weeks leading up to Election Day. All campaign materials must be first approved by the Sponsor. Negative campaigning or unapproved campaign materials will result in disqualification of the offending candidate for office. Distribution of candy, beverages, or other food items is strictly prohibited on the Middle School campus. Money and prizes are also prohibited.
- A secret ballot election will be held. A committee consisting of the Sponsor/Advisor, a volunteer NJHS member, and Hogg staff member(s), will tally and finalize the votes. The election committee will announce the results on the video announcements as soon as possible. Ties will result in a run-off election.

Article V. Eligibility for Office

All candidates for office must:

- Maintain passing grades in all classes by report cards;
- Be a model school citizen with no more than **one (1) administrative detention** in the current school year;
- Be a model school citizen with no In School Suspensions (ISS) or Out of School Suspensions (OSS) for behavior over the course of the current school year;
- Represent Hogg Middle School community's commitment to high standards of civility, respect for ethnic, cultural, gender, sex, religious, ability and racial diversity; and respect for local authority at all times.

Article VI. Student Council Standards

All elected members of Hogg Middle School Student Council shall:

- Meet and maintain eligibility requirements during term office;
- Serve as model representatives of Hogg Middle School community;
- Attend the majority of all Student Council meetings unless they interfere with academics (i.e. tests, tutorial classes) or other meaningful or personal commitments in which case officer must notify Advisor **in writing prior to meeting**; and
- Fulfill all responsibilities faithfully and impartially.

Article VII. Removal from Office

- A Student Council member may be removed from the organization for neglect of duties or failure to maintain Student Council Standards as defined in Article VI.
- Neglect of duties:
 - In the event that a member neglects their Student Council responsibilities; the Student Council Advisor will initially address the matter with the member and document the meeting in writing with a copy to parent;
 - If a problem persists, a meeting will be held on the matter with member, administrator, Advisor, and parent/guardian;
 - When the above procedures have been followed and if the problem continues, the member will be removed from the Student Council, after the individual has been informed in writing.
- Student Council Removal Procedure
 - In the event that a member neglects their Student Council standards he/she will be removed from Student Council and a written letter forwarded to parents/guardians explaining removal from office;
 - A parent/guardian may appeal the removal by requesting a meeting with the Advisory and Principal.

Article VIII. Meeting Schedule

- Student Council officers will meet the 1st Tuesday of each month.
- During the 2nd week of each month there shall be a regular business meeting of the entire Student Council.
- The Student Council shall not convene without the presence of the Sponsor or Principal. In the event that one of these cannot attend, a duly delegated faculty representative will be selected by the Sponsor or Principal.

Article IX. Student Council Meeting

- All members of Student Council and all class representatives except the President, shall have voting rights.
The President votes only in the case of a tie.
- All votes are subject to school rules and policies and must be approved by appropriate administrators.

- The Student Council has only delegated powers. The Principal and/or Sponsor retain the power of Veto. The Student Council may appeal a Sponsor's Veto to the Principal. The Principal's decisions are final.

Article X. Student Council Fundraising

- Any monies raised by Student Council during a school year will be earmarked for specific purposes either prior to the event or before the last day of that school year.
- Usage of Student Council funds must be authorized by both the Sponsor and the Principal in writing before any money may be spent.

Article XI. Student Council Vacancy

- If an office is vacated during the school year for any reason, the office will be filled from within Student Council.
- In case of such a vacancy, said vacancy will be announced at either a regular or special meeting. At that time any member meeting requirements for office must express his/her interest in seeking said office.
- A special meeting will be held with a week to vote to fill the vacancy. Each candidate will be given an opportunity to address the entire Student Council to solicit members support. Following election speeches a secret ballot election will be held. A committee consisting of at least three faculty/staff members will tally the results. The election committee will announce the results at the end of the next school day. Ties will result in a run-off election.
- In the case of a vacancy for class representative, the runner-up in the grade-level election will be given the opportunity to fill the post. If the runner-up is unable to fill the post, a new grade-level election may be held.
- In the case of a vacancy for Official Campus Organizations Representatives, the organization will be responsible for filling the vacancy