

CTA Liberty Elementary School  
Student Council Constitution

Article I – Name

The official name of this organization shall be CTA Liberty Student Council

Article II- Purpose

The purpose and mission of this organization is to develop responsible leaders within our school community and promote values that reflect positive character in all students.

Liberty Eagles Student Council Members accomplish this mission through:

- Leading by example on campus, in the classroom, and in the community by being respectful, responsible, honest and fair, hard-working, well-mannered, and setting a good example through demonstrating good citizenship.
- Helping others in the community by organizing and participating in volunteer service opportunities that raise money for local charities and proactively become involved in community outreach.
- Engaging and motivating our friends and classmates by organizing activities and events that build and impact our school community.
- Serving as a source of communication between the students and faculty of the school.
- Promoting the C.T.A. philosophy, goals, and standards established in the student handbook through commitment and action.

Article III – Membership

The student council will be composed of five qualified elected officers, and two representatives from each of the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade classes.

All students who have successfully submitted an official officer application form to run, including attending the mandatory meetings and submitting the required one (1) minute speech, will be considered for membership in the CTA Liberty Student Council.

All elected officers and class representatives will be responsible for paying the Student Council extra-curricular activity fee.

## Article IV – Student Council Composition

### Section I      Officers

CTA Liberty Student Council Officers shall consist of the following:

- President – 6<sup>th</sup> Grade Only
- Vice-President – 5<sup>th</sup> Grade Only
- Secretary – **5<sup>th</sup> or 6<sup>th</sup> Grade Only amended 12/16/2020**
- Treasurer – 5<sup>th</sup> or 6<sup>th</sup> Grade Only
- Publicist – **5<sup>th</sup> or 6<sup>th</sup> Grade Only amended 12/16/2020**

### Section II      Duties of Office

All CTA Liberty Student Council members will be trained and learn the responsibilities of their office in the first month of student council meetings. Student council members are expected to be exemplary role models of academics and behavior, attend all meetings, participate at campus events and be actively involved, be dependable, attend all student council functions, and think of what is best for the student body when voting on issues in addition to the following job descriptions:

#### A. President

1. Attend all meetings and actively lead and conduct meetings, preparing and following agenda.
2. Work directly with the Vice President to lead the Student Council.
3. Attend and participate in all grade level assemblies as representative of the student council.
4. Make Monday morning and Friday afternoon announcements.
5. Work with the Publicist and Secretary to prepare weekly announcements.
6. Work with all officers, advisors, and principal.
7. Meet with the principal to communicate important information, activities, and events.
8. Work to keep all council members active and involved.
9. Attend all activities, events, and fundraising opportunities sponsored by Student Council.
10. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis.
11. Attend the quarterly District-wide Student Council President meeting.
12. Be committed to 6 hours of community service per semester and attend all after-school events or activities organized by Student Council each month.

13. Write and give a speech at 6th grade promotion and assemblies (as directed).

B. Vice-President

1. Attend all meetings and listen for important dates and events.
2. Work directly with the President to lead the student council and assist in conducting meetings.
3. Attend and participate in all grade level assemblies as representative of the student council.
4. Assist publicist and secretary in making of posters, publicizing events, and upkeep of scrapbook.
5. Take over any Presidential duties if the President is absent.
6. Take over any Secretary duties if the Secretary is absent.
7. Head important committees and lead activities and events as assigned.
8. Work with the President to keep all council members active and involved.
9. Attend all activities, events, and fundraising opportunities sponsored by Student Council.
10. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis.
11. Be committed to 6 hours of community service per semester and attend all after-school events or activities organized by Student Council each month.

C. Secretary

1. Attend all meetings and listen for important dates and events.
2. Take weekly meeting attendance and all meeting notes and minutes, recording all information during weekly meetings.
3. Read previous week's minutes at the beginning of each meeting to Council.
4. Work with publicist as necessary to ensure communication of events, activities, and information as recorded at meetings.
5. Assist publicist in making of posters, publicizing events, and with the upkeep of the Student Council scrapbook.
6. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis.
7. Be committed to 6 hours of community service per semester and attend at least one (1) after-school event or activity organized by Student Council each month.

D. Treasurer

1. Attend all meetings and listen for important dates and events.
2. Count and handle all money collected and earned by Student Council events, activities, and charitable drives.

3. Be present at all Student Council fundraising activities where money is being collected or donated.
4. Stay after fundraising activities to count money.
5. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis.
6. Be committed to 6 hours of community service per semester and attend at least one (1) after-school event or activity organized by Student Council each month.

E. Publicist

1. Attend all meetings and listen for important dates and events.
2. Make posters and publicize various events.
3. Take photos and collect and organize files, photographs, and other important documents.
4. Assist President in writing all Monday and Friday morning announcements for the school community.
5. Keep record by creating a scrapbook of the council's activities and photos and organize the publication of all events at school, on website, through District website, and in local newspapers when possible.
6. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis.
7. Be committed to 6 hours of community service per semester and attend at least one (1) after-school event or activity organized by Student Council each month.

F. Class Representatives

1. Attend all meetings and listen for important dates and events.
2. Take notes and report important information to a lower grade class as assigned and their own class communicating what is happening.
3. Weekly tend to the recycling baskets in both the assigned lower grade class and their own classroom.
4. Actively participate in all meeting activities and projects that Student Council participates in on a weekly basis.
5. Be committed to 6 hours of community service per semester and attend at least ~~one (1) after school event or activity organized by Student Council each month~~ 2 after school events or activities organized by Student Council each quarter. **Amended 8/21/2019**

Section III

Make-up Work

All members of student council are responsible for obtaining and completing any and all class assignments due to student council meetings or activities.

Section IV

Terms of Office

A term of office for each member of the CTA Liberty Student Council shall be one (1) year.

Section V Vacancies of Office

If a vacancy exists for any officer position, then the following succession of office will be used to fill the position:

Dismissal of President:

The elected Vice-President replaces the President and the Presidential runner-up candidate becomes the new Vice-President.

Dismissal of Vice-President, Secretary, Publicist, Treasurer, and Playground Commissioners: Replaced by the runner-up candidate for that position.

Vacancy of a Class Representative:

If a vacancy exists for any reason, for any classroom representative, at any time during the school year, the vacancy will remain until the following school year. Duties will be disbursed among existing council members.

### Article V – Removal from Office

If a student is cited for any of the following, a meeting with the student council sponsor(s) and/or administration will occur. During this meeting, the student will be placed on probation for a minimum of two (2) weeks. All probation periods are discretionary based on offense and ruling of the advisors and administration. Upon the second citation, the Student Council advisors and principal will meet to discuss dismissal from the CTA Liberty Student Council.

Section I Attendance

An officer or representative may be removed from office after receiving two (2) probation periods for excessive absences from meetings and/or events and activities.

Section II Behavior

- A. Failure to carry out his or her duties as an officer or representative.
- B. Actions which are detrimental to the welfare and best interest of the council and/or the school (including students and teachers), as demonstrated by a behavior office referral.
- C. Violations of C.U.S.D Student Code of Conduct

Section III Academics

- A. Officers and representatives must maintain "A"s and "B"s, "E" and "S" grades, and have no more than two ~~one~~ (1) "C"s" on progress reports and report cards. A copy of each members' progress report and report card must be received by a sponsor no later than one week from the date of delivery each quarter. It will be the member's responsibility to print a report from Infinite Campus. **Amended 8/21/2019**
- B. Council members must not receive any "D"s or "F"s, or "I" and "N" grades on any report card.

Section IV Probation

In the event that a student council member is placed on probation, that member will be ineligible to attend leadership and/or team building activities or field trips until the length of probation has passed.

Article VI - Meetings

Section I CTA Liberty Student Council meetings will be held on the same day each week with few exceptions, additional meetings may be called by the President if necessary.

Section II Meeting format

- A. Officer reports
- B. Committee reports
- C. Old business
- D. New business

Section III Quorum

A meeting shall be declared to have a quorum if a simple majority of the CTA Liberty Student Council is present.

Section IV Voting

- A. Votes shall be taken during a meeting that has declared a quorum.
- B. Only members of the student council may vote on student council meetings.
- C. The approval of three-fourths of the general membership, as well as approval by the Student Council Advisors, is necessary to pass any motion.

- D. Any and all actions of CTA Liberty Student Council are not official until approved by the advisors and/or the principal.

Section V      Field Trips

The CTA Liberty Student Council will attend the annual CUSD Student Council Convention and one (1) other field trip per year.

Article VII – Election of Student Council

Section I      Officers

A. Eligibility

- 1. Students may run for student council office as stated above.
- 2. All officers of CTA Liberty Student Council must maintain grades in accordance with article V section III of the Student Council Constitution during their term of service and have this average at the time of their nomination.

B. Process

- 1. Candidates must submit an official Officer Application form (with parent signature) to run.
- 2. Final candidates will be allowed to present a one minute speech to the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade student body on Election Day.
- 3. Student Council elections will be held in the latter part of the 4<sup>th</sup> quarter (starting 2017).

C. Election of officers

- 1. All candidates must present an approved one minute speech.
- 2. Election will be by secret ballot.
- 3. The winner shall be declared as the nominee with the most votes.
- 4. In the event an elected officer does not return to serve their term for the following school year, the elected runner up will succeed for that position.

D. Election of Class Representatives

- 1. Each class will hold a secret ballot election of one boy and one girl.
- 2. There will be no runners up in classroom elections as class representatives will not be replaced when vacancies occur.

Article VIII – Constitution

Section I      Temporary Constitution

- A. This temporary Constitution shall take effect immediately after being noted upon August, 24, 2016.

- B. All articles within this constitution will be reviewed and revised, if necessary, during the ~~4<sup>th</sup>-quarter~~ 1<sup>st</sup> quarter of each school year.  
**Amended 8/14/2019**

Section II Amendments

- A. Any proposed amendments to this constitution prior to the end of the year must be submitted in written form when presented to the council, at which time a vote will be had.
- B. The approval of three-fourths of the general membership, as well as approval by the Student Council Advisors and administration is necessary to ratify any constitutional amendment.

Articles in Addition to, and Amendment of, the Liberty Student Council Constitution

Article I Annual Review of the Constitution - August 14, 2019

Article VIII Section B - Shall now read **1st quarter** of each year.

Article II Removal from Office - August 21, 2019

Article V: Section III Academics - Shall now read no more than **two** C's on progress reports and report cards.

Article III Class Representative Commitments - August 21, 2019

Article III: Section II F – Class Representatives - Shall now read **2 after school events or activities organized by Student Council each quarter.**

Article IV Officer Positions - December 16, 2020 (Annual constitution review postponed due to COVID19)

Article IV: Section I - Officers - Shall now read **5th or 6<sup>th</sup> Grade Only** for the Secretary and Publicist positions.