

**By-Laws
Of the Byron P. Steele II High School
Class Officer Constitution**

Article I: Preamble

The Class Officer Constitution outlines the standards of eligibility and procedure for all class officer candidates and standards of conduct and behavior to which all Class Officers are expected to adhere as representatives of their student body and of SCUCISD. Elected Class Officers or removal there from, shall be in accordance with the Constitution. All members are expected to adhere to the Constitution as a condition of participation in class officer responsibilities. Participation in extracurricular activities, including class officers, is a privilege, not a right. The Extracurricular Code of Conduct outlines additional expectations of behavior and standards for members of this program.

Article II: Parliamentary Authority

In all matters not expressly stated in the Constitution, the sole Parliamentary Authority will be Robert's Rules of Order, Revised.

Article III: Meetings

Meetings will be held at an hour and place indicated by the Class Sponsor(s). Special meetings may be called by the Executive Committee of the Class, by the Sponsor(s), or by the Administration when business warrants. Meetings will be held according to the by-laws. Meetings will take place as needed. Officers will attend at least one Student Council meeting a month.

Article IV: Amending the By-Laws

The by-laws may be amended by the Class Sponsors with Administrative approval.

Article V: Declaring an Emergency

In the event that decision must be made on an article of business before it can be taken before the class as a whole, the following must happen: the Class Sponsor(s) and Administration may make a motion to declare an emergency. This motion must be passed by two-thirds majority vote, and if passed, the Executive Board may then vote on the urgent business.

Article VI: Approval

Every class decision must be approved by the Class Sponsor(s) and meet with the standards of the Administration before being implemented.

Constitution
Of the Byron P. Steele II High School Classes

Article I: Purpose

Section I

The purpose of this organization shall be to provide a better understanding of and to promote closer relationships between the class members. All powers of this organization are derived from the Principal and from the consent of the governed electorate of Byron P. Steele High school, respectively.

Article II: Membership

Section 1

This organization shall consist of up to seven (7) elected officers from the respective grade. Members at large will consist of any student from the respective grade.

Article III: Officer Candidate Eligibility

Section 1

Holding a position of a Class Officer is a privilege, not a right. Class Officers are representatives in the community and the general public. They will be required to uphold the standards outlined in the Constitution and the Extracurricular Code of Conduct. Only students who meet the qualifications listed below will be allowed to continue the process of Class Officer elections. For specific details see Article IV: Election Requirements.

1. During the current school year the candidate did not receive ISS, suspension, or placement at DAEP
2. During the current school year the candidate did not receive a failing grade in any class during any of the 9 week recorded grading periods.
3. All candidates must be in good financial standing with SCUCISD.
4. Candidates who have outstanding balances or other extracurricular obligations will not be eligible for Officer elections
5. During the current school year the candidate did not receive more than 5 referrals.
6. During the current semester the candidate did not receive more than 6 absences in any class coded as U or Y.

Article IV: Election Requirements

Section 1

In order to be eligible to run for an Officer position a student will have to complete the following requirements:

1. Turn in typed resume by date assigned
2. Turn in typed essay prompt by date assigned
3. Turn in typed election speech by date assigned
4. Record election speech with Class Sponsor(s) by date assigned
5. Complete interview with Class Sponsor(s) and an Administrator on date assigned
6. Agree to join Student Council and participate in activities as required

7. Turn in itemized receipt showing campaign materials not exceeding \$30
8. Turn in signed constitution page by date assigned

Section 2

Specific details on dates and/or other details in the above listed requirements will be provided on a General Class Officer Election sheet in the application packet.

Article V: Elections

Section 1

Elections for the Sophomore, Junior, and Senior classes will be held during the month of May of the current school year for the following school year. Elections for the Freshman class will occur in September once the school year has begun.

Section 2

Class Officers will hold their positions from the date of election until the next election.

Section 3

Candidates will have their previously recorded speeches broadcasted in a predetermined class for their classmates to listen to, and then cast their vote for Class Officers.

Section 4

The determination of a candidate being elected to an Officer position will be determined by the following point values:

1. Classmate votes- Each vote counts as 1 point to the candidate.
2. Interview with Class Sponsor(s). A total of 50 points may be awarded to the candidate for their interview.
3. The candidate's votes and interview points will be added together to determine which candidates have the highest scores. Each candidate will select which position they wish to hold if the position is still available with the following order:
 - a. The highest scored candidate will have the 1st choice in which position they desire.
 - b. The 2nd highest scored candidate will have the 2nd choice in available positions they desire.
 - c. The 3rd highest scored candidate will have the 3rd choice in available positions they desire.
 - d. The 4th highest scored candidate will have the 4th choice in available positions they desire.
 - e. The 5th highest scored candidate will have the 5th choice in available positions they desire.
 - f. The 6th highest scored candidate will have the 6th choice in available positions they desire.
 - g. The 7th highest scored candidate will have the final choice available.
4. Should there not be enough initial eligible candidates to fulfill all Officer positions, the remaining vacant Officer position duties will be split amongst the elected Officers.

Section 5

Specific details on dates and/or other details in the above listed election specifications will be provided on a General Class Officer Election sheet in the application packet.

Article VI: Requirements for Maintaining Officer Position

Section 1

The students elected to serve as Class Officers must meet, maintain, and provide proof of the following qualifications in order to maintain their office:

1. A cumulative grade point average of 80 or above.
2. Receive no more than 5 referrals in the school year.
3. Receive ISS, suspension, or placement at DAEP during the school year.
4. Maintain passing grades in all subjects while serving as an officer. (Exceptions may be granted with academic classes that are eligible for waivers)
5. Receive no more than 6 absences in any class coded as U or Y in a single semester.
6. Active in student council and attend student council meeting that are held weekly/biweekly.
7. 5 hours of school related community services per 9 weeks (due at the end of the 9 weeks to sponsors)
8. Complete 3 Student Council volunteer events during the school year.
9. Attend required Class Officer meetings
10. Participate in required fundraising activities

Section 2

Should an officer fail to comply with the requirements to maintain an Officer position, he/she will be subject to removal of office. For specifics see Article XII: Removal of Office.

Article VII: Duties of Officers

President-The duties of the President shall be:

1. Preside at all meetings
2. Appoint and coordinate committees as needed.
3. Vote only in the case of a tie.
4. Act as representative of the class.
5. Coordinate all activities with the sponsor.
6. Perform other duties as assigned by the sponsor.

Vice-President-The duties of the Vice-President shall be:

1. Assume responsibilities of the President as needed.
2. Perform other duties as assigned by the sponsor.

Secretary-The duties of the Secretary shall be:

1. Maintain all correspondence with other organizations.
2. Take and distribute minutes of all meetings.
3. Keep accurate attendance records.
4. Perform other duties as assigned by the sponsor.

Treasurer-The duties of the Treasurer shall be:

1. Maintain financial records.
2. Prepare deposits as designated by the sponsor.

3. Provide a treasurer's report for each meeting.
4. Perform other duties as assigned by the sponsor.

Reporter-The duties of the Reporter shall be:

1. Compile records in a class scrapbook, etc.
2. Prepare items for distribution to news sources.
3. Prepare and distribute a calendar of events for each month.
4. Perform other duties as assigned by the sponsor.

Spirit Chairperson(s)-The duties of the Spirit chairperson(s) shall be:

1. Coordinate spirit activities for the class.
2. Perform other duties as assigned by the sponsor.

Article VIII: Class Officer Expectations and Responsibilities

Section 1

Due to the high level of visibility of Class Officers, officers are expected to demonstrate leadership, honor, and integrity at all times. Because election into office is a privilege, not a right, members will be held to higher standards than those imposed on the general student body. Class Officers are expected to work at their fullest potential at all meetings and events required of them. Failure to do so may result in exclusion from participation in upcoming events, at the Sponsor(s)' discretion. Class Officers will comply with all rules and regulations outlined in the Student and Extracurricular Code of Conduct.

Article IX: Meetings

Section 1

The date, hour and location of meetings shall be designated by the Sponsor(s). Special meetings may be called by the Sponsor(s) and/or Administration as business warrants.

Article X: Vacancies

Section 1

If the President is removed for any reason, the Vice-President shall automatically assume the position. If there is a vacant position due to this circumstance, see section 2 below.

Section 2

If an officer is impeached, moves from the school, is no longer a member of the class or for any other reason is removed from office prior to December, the next eligible candidate from the previous election will be considered to fulfill a vacant spot. If no eligible candidates are available, the duties of the vacant position will be dispersed amongst the remaining Officers.

Article XI: Extracurricular Code of Conduct

Section 1

SCUCISD provides comprehensive extracurricular programs for the benefit of district students. The underlying belief is that participation in extracurricular programs provides students the opportunity to learn and develop responsibility, dedication, leadership, work ethic, discipline, tenacity, respect for

rules, respect for authority and many other positive qualities. Regulations are established to promote these qualities and to help build and maintain high quality programs. All participants must understand that some of the expectations for students involved in extracurricular activities exceed the expectations for the general student body. These students are expected to follow district policies and all program-specific guidelines and procedures set by the Directors/ Sponsor(s), school, district, University Interscholastic League, and state. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations. It is the desire of Directors/ Sponsor(s) to educate and counsel our students on the harmful effects of a violation of the Code of Conduct and the potential consequences inflicted upon themselves, their families, and their respective teammates should they choose to breach the Extracurricular Code of Conduct. It is also the intent of the Extracurricular Code of Conduct to provide a clearly defined course for our students to follow and instill a belief that a onetime infraction need not result in a permanent pattern in life. In all instances of an alleged violation of the Extracurricular Code of Conduct the student will be provided due process. The process for determining a violation of the Extracurricular Code of Conduct will be established by the Directors/Sponsor(s) in conjunction with school Administration. Any student involved in an extracurricular activity who is found to be in violation of any of the infractions mentioned below will face disciplinary action.

1. No extracurricular participant shall, while on or off school premises, use, possess, distribute or be under the influence of tobacco.
2. No extracurricular participant shall, while on or off school premises, sell, give, deliver, use, possess or be under the influence of alcohol.
3. No extracurricular participant shall, while on or off premises, sell, give, deliver, use, possess, or be under the influence of any controlled or illegal substance.
4. No extracurricular participant will be involved in theft on or off campus.

Section 2

Maintaining a higher standard of conduct will also include ensuring that Steele's extracurricular participants' personal electronic communication is appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication including, but not limited to, Snapchat, Twitter, Facebook, Instagram, blogs, photo sharing, inappropriate texting that is published or appearing on the internet is public domain even if it is marked private. Extracurricular participants will be held responsible for their texts and other electronic communication on the internet through their personal websites as well as posting on other students' websites. The areas of appropriateness will include, but are not limited to, language (abbreviated or alluding to negative, lewd, vulgar or obscene comments about any individuals and/or any extracurricular programs), pictures, suggestive poses or clothing, and reference to alcohol, drugs, or tobacco. Published communication on the internet or by electronic means by extracurricular participants which cause disruption or damage to any school property or equipment are also considered unacceptable behavior. Any member of an SCUC ISD extracurricular program who is involved in posting comments, pictures or statuses on any social networks such as, but not limited to, blogs, Snapchat, Twitter, Instagram, or Facebook which are inappropriate, disruptive, negative, lewd or obscene may result in suspension or dismissal from the extracurricular program. Students must remain aware that being a part of an extracurricular activity is considered an honor and a privilege and not a right. Therefore, it requires observance of all discipline policies whether or not a student is at school or school-related activities. The discipline consequences

for violation of the Extracurricular Code of Conduct may include suspension or dismissal of the student from the extracurricular program. A behavioral contract may be used following any infraction of the rules and regulations set forth by the extracurricular program or the Extracurricular Code of Conduct. Consequences for some rule violations may be addressed by Directors/Sponsor(s) through discipline within the extracurricular program. Additional disciplinary consequences may also be imposed by the appropriate school officials for conduct or behavior that violates the District's Code of Student Conduct.

Article XII: Removal from Office

Section 1

Officers may be dismissed from their position if they do not maintain the qualifications set forth in this constitution, Expectations and Responsibilities, neglect Duties as an Officer, violate the SCUCISD Extra-Curricular Code of Conduct, and as specified under Requirements for Maintaining Officer Position.

Section 2

Prior to the removal from office the following procedures will occur with the Officer:

1. 1st offense- Sponsor(s) will meet with Officer and a warning will be issued along with parent contact. Additional community service hours may be assigned, and a contract will be signed by both parent and student understanding the consequences of a 2nd offense.
2. 2nd offense- Sponsor(s) and Administration will begin procedure for removal from office.

Section 3

Once the 2nd offense has occurred the following shall take place:

1. The Sponsor(s), and/or Administration shall be present when dismissal of an officer is being conducted.
2. If an officer is removed from his/her position for any reason, this designation shall be removed from his/her official school records for that school year, and the officer will not be permitted to run for class sponsor for the following year.
3. If a Senior Officer is removed from office understand you will not have the privilege of sitting on stage for graduation.

Article XIII: Veto Clause

Since the Sponsor(s) is/are directly responsible to the Principal for the welfare of this organization, he/she shall have the authority to make any decisions necessary for the welfare of the organization. Any action that needs to be taken concerning a situation not covered by this Constitution or, in extreme cases, in opposition to stated policies will be the responsibility of the Sponsor(s), with consultation of the administration when available. Each student violation of this Constitution or the Extracurricular Code of Conduct is reviewed on a case by case basis by the Sponsor(s) and Administrator when necessary. Schertz-Cibolo-Universal City Independent School District does not discriminate against any student on the basis of sex, race, creed, or financial status in the educational programs of extra-curricular activities, which it operates.

Class Officer Constitution Signature Page

I, _____, have read the Byron P. Steele High School Class Officer Constitution. I understand the purpose of being elected as a Class Officer and want to be an active participant in representing my class. Should I be elected as a Class Officer, I agree to the time commitment involved in being an Officer; which includes joining Student Council, attending required meetings, and participating in required fundraisers and events. I will work with the other members for the good of the school. I pledge that I will adhere to the rules and guidelines set forth in the Constitution and that I will be a positive role-model for my peers. I have read the requirements and rules for discipline for being a Class Officer and agree to abide by these regulations.

Student Signature

Date

_____ has my permission to be an active participant as a Byron P. Steele High School Class Officer. I understand that the Officer position requires hard work and a considerable time commitment in order to maintain the position as a Class Officer. I understand that Officers may be called upon to work during the summer, weekends, and before or after school and that members are expected to participate in many projects and social functions required of Officers. I also understand that anyone elected as a Class Officer is held to a high standard of accountability. Class Officers are required to be positive role models and maintain ethical and leadership qualities both in and out of school. I have read and agree to support the Class Officer Constitution should my student be elected.

Parent Signature

Date