

GHS Class Officer Constitution

Article I: Officers

Section 1: The officers of the class shall be president, vice president in charge of fundraising, vice president in charge of decorating, secretary, treasurer, historian, and prom chair. (Only Seniors have a prom chair)

Section 2: All class officers shall be elected by ballot by the class members they represent.

Section 3: Class Officers may not hold Student Council positions, but they may be actively participate with Student Council.

Article II: Elections

Section 1: Students who run for class officer are required to obtain and urn in a complete election petition from/to the Student Activities office. A petition requires parent permission (signatures) with 8 teacher comments and good grades verified by the student's teachers and sponsors. A GPA of 2.5 or higher is required: it must be maintained throughout the term of office, if elected, and must be verified by the most recent report card/six weeks grades available by computer. Any student who has been placed in RAC, AEC, suspended, or expelled during the semester of elections shall not be allowed to run. Any student who has been removed (grades, conduct, resignation, failure to perform duties, etc.) from a class officer position during high school will not be eligible to run for election again. *A student must have attended more than half of the current year's class meetings to be allowed to run for office.*

Section 2: Candidates do not run for a particular office. The field of candidates will make a speech about qualification and ability to involve that class in school activities. The six (or seven) candidates gathering the most votes are declared class officers after ballots are scanned. The top three vote receivers assume the duties of President, Vice President Fundraising, and Vice President Decorating. The next three (or four) assume the duties of Secretary, Treasurer, Historian, and Prom Chair, as appointed by the class sponsors.

Article III: Vacancy

Section 1: If a vacancy occurs among officer positions before the end of the 4th six weeks, it shall be filled by interested student(s) who apply with the head sponsor. Qualifications must include active participation in class meetings and activities, and a speech must be made before the current officers and sponsors. The class officers vote by secret ballot and the head sponsor collects and counts the votes, breaking a tie if necessary by his/her decision. If a vacancy occurs after the 5th six weeks, that officer position will remain open.

Article IV: Duties

Section 1: President

- ✓ Distributes job descriptions and assignments after election to each officer
- ✓ Makes announcements approved by sponsor
- ✓ Presides at all meetings of the class
- ✓ Works closely with sponsors, activities director, parent boosters
- ✓ Attends and participates in Leadership Council
- ✓ Ensures all officers are performing duties and reports to sponsor and activities director
- ✓ Develops all agendas for meetings, in advance, with sponsor approval
- ✓ Represents the class at school functions concerning the class

Section 2: Vice President Fundraising

- ✓ In charge of all fundraising projects
- ✓ Responsible for enlisting volunteers, sign-up sheets for projects, and contacting those who are helping to ensure projects are completed
- ✓ Asks other officers to assist in fundraising
- ✓ Works closely with sponsors, activities director, parent boosters
- ✓ Attends all meetings of the class and officers
- ✓ Reports on the status of fundraising at class meetings
- ✓ Responsible for making decisions at fundraisers after consulting with sponsor/parent officers
- ✓ Presides over class meetings in absence of the class president
- ✓ Represents the class at school functions concerning the class or as requested by the class president

Section 3: Vice President Decorating

- ✓ In charge of coordinating the decorating of the school in assigned areas for special events (Homecoming, Holidays, Parades, etc.)
- ✓ Responsible for enlisting volunteers, sign-up sheets for projects, and contacting those who are helping to ensure projects are completed
- ✓ Asks for decorating ideas at meetings, announces dress or spirit themes for doors, wagons, spirit links, class activities, etc.
- ✓ Works closely with sponsors, activities director, parent boosters
- ✓ Attends all meetings of the class and officers

Section 4: Secretary

- ✓ Records what is done (not what is said) at all meetings of the class
- ✓ Keeps copies of the minutes of class and officer meetings in notebook along with attendance records for all meetings, projects, activities
- ✓ Provides copies of the monthly minutes to sponsor and activities director following each monthly meeting, including attendance records (uses form provided by activities director)
- ✓ Reads minutes at every class meeting
- ✓ Works closely with sponsors, activities director, parent boosters

- ✓ Attends all meetings of the class and officer
- ✓ Assists the president in notifying all officers of meetings, scheduled and unscheduled
- ✓ Ultimately responsible for all sign-up sheets at every meeting, activity
- ✓ Writes letters of request, praise, apology, thank-you notes & invitations on behalf of the class
- ✓ Keeps the class activity calendar

Section 5: Treasurer

- ✓ Keeps accurate records of all financial transactions and makes reports to the class at every meeting for minutes
- ✓ Reminds class and officers of goals and progress on spending, keeping track of all money that is collected and spent by the class
- ✓ Provides current balance of class and parent account in writing at class meetings, with assistance from sponsor and parent officers
- ✓ Responsible for doing inventory with VPFRR of all fundraising items on a regular basis, with final count for audit by sponsor and parent officers in May
- ✓ Collects and turns in money to sponsor or parent officer at all fundraisers or appoints an approved replacement
- ✓ Works closely with sponsors, activities director, parent booster
- ✓ Attends all meetings of the class and officers
- ✓ Sets budget with sponsors, officers, and parent boosters and keeps class informed of bills collected and all income, expenditures for the year

Section 6: Historian

- ✓ Responsible for class publicity (posters, phone calls, fliers, marquee, newspaper announcements, contacts cable, updates website, etc.)
- ✓ Enlists volunteers to carry out publicity duties, provides materials, contacts helpers, and ensures that projects are carried out
- ✓ Attends all meetings of the class and officers
- ✓ Ensures that class members are informed about fundraisers, social activities, and all class news-ensures that announcements are made before every class activity, project, and meeting
- ✓ Takes photographs at all activities involving the class for the scrapbook, website, and/or Senior video
- ✓ Works closely with sponsors, activities director, and parent boosters

Section 7: Prom Chair (senior position only)

- ✓ Responsible for coordinating all the planning activities surrounding the prom
- ✓ Works closely with the sponsor, activities director, and parent boosters
- ✓ Responsible for making prom arrangements starting in May of their junior year (site selection, colors, menu, music, decorations, etc.)
- ✓ Gets timeline and cost breakdowns from sponsor and activities director
- ✓ Assigns specific duties for getting prom prizes donated, etc.
- ✓ Attends all meetings of the class and officers

Article V: Meetings

Section 1: Regular meetings will be held at designated times (concurrently) with the parent boosters for the class. It is customary for the class parents to meet after the student meeting, with the student officers present.

Section 2: The head sponsor has the right to call a special meeting at any time. No meeting of students or parents may be held without a class sponsor present.

Section 3: All officers will attend regular board meetings with the sponsor in addition to the monthly class meetings.

Article VI: Rules for Suspension

Section 1: Absenteeism

- A. Attendance requirements for every officer with regard to absenteeism will be at the discretion of the head sponsor. Any absence other than sickness must be reported in person before the activity to the head sponsor. The sponsor has a right to determine whether the absence is excused or unexcused. A sickness absence must be reported to the head sponsor on the day of the activity, no later than the first day back to school following the absence from a required activity. Other school events, practices, or meetings are not automatically assumed to be excused absences. Sign-in sheets will provide record of attendance for every officer at every activity. (Copies of class meeting attendance & other activities filed with Sponsor/in Activities Director's office)
- B. Two unexcused absences occurring after spring election through the end of first semester of the term, or two unexcused absences occurring during the second semester through spring election, will result in immediate suspension from office for the remainder of the year.
- C. Disregard of duties as assigned will result in an unexcused absence for the semester in which the problem occurs. Duties may include any instruction given by the sponsor, not reporting an absence in person or in advance, or not bringing six weeks grades to be checked, etc.
- D. All officers must participate in no less than two projects or activities per semester.

Section 2: Grades

- A. Any officer failing to meet a grade point average of 2.5 or higher will be placed on academic probation for the next six weeks period. An officer who fails to make 2.5 or higher after probation will be suspended.
- B. Any officer failing one or more courses during the school year for which he/she is elected will not be eligible to participate in class activities. As soon as an officer is passing all classes at the beginning of a new six weeks period and maintains a 2.5 GPA or higher, he/she may resume the position. The waiver rule may be applied if an officer is failing a class on the approved list of waivable courses, as long as the GPA is 2.5 or higher. The sponsor has the authority to declare ineligibility, if more than one waivable course is failed.

- C. At semester change, any officer failing to earn a 2.5 grade average will be given a grace period for the fourth six weeks in order to regain eligibility. If by the end of the fourth six weeks the officer has not brought the grade point average up to 2.5, he/she will be dismissed from class officer duties for the remainder of the semester.
- D. Every class officer will show his/her report card to the head sponsor every six weeks by the day after report cards come out.

Section 3: Conduct

- A. The principle and sponsors will suspend from participation in class activities for the six weeks period, any officer who 1) receives two N's in citizenship for any one six weeks, 2) is placed in an alternative educational setting for disciplinary reasons during the current semester, or 3) fails to abide by school or organizational rules relative to performance and behavior. These rules apply to the academic and discipline record earned by officers from the first through the sixth six weeks.
- B. The principal and sponsors will suspend from participation in class activities for the for the balance of the current year, any officer who 1) receives a U in the citizenship in any class during a six weeks period, 2) receives more than two N's in citizenship during a six weeks period, 3) exceeds the number of allowable absences for class activities, 4)is placed in an alternative educational setting more than once during the current semester, or 5) is expelled for the current semester.

Article VII: Executive Board

Section 1: There shall be an executive board composed of the officers and sponsors.

Article VIII: Faculty Participation

Section 1: There shall be members of the staff appointed by the principal to assist and serve as sponsors of the class.

Article IX: Parent Participation

Section 1: There shall be parent volunteers who support the student officers by assisting the class in fundraising, academic, and social activities. By electing officers and forming a booster club, parents shall guide students and participate with students in class activities.

Article X: Veto

Section 1: The final power of veto on any action or decision rests with the principal.