

Math and Science Academy Student Council

By-Laws

First Draft: April 4th, 2016

Most Recent Update: May 30, 2023

Article 1: Representatives

A. Representative election

- Each grade (6-12) at the Math and Science Academy will have 3 representatives at most.
- Any current student at the Math and Science Academy is eligible to run, so long as they have not failed to do their Student Council duties in a previous year. Each student can vote for their top three representatives only for their grade.
- Elections occur either in the spring of the previous year or the fall of the current year.
- The three members with the most votes from each grade will be that year's representatives.
- A grade may have fewer than three representatives if there are less than three candidates.

B. Duties of the Representative

- All student council members are elected officials. Each representative is expected to hear and voice the concerns, requests, questions etc. of their peers
- All student council representatives are expected to come to all the meetings, and if they are unavailable, they must follow through with the excused absence requirements.
- Student Council members are expected to volunteer at events, and to do work for student council events. Failure to do so will result in an unexcused absence (see definition below).
- As representatives of the school certain behaviors are expected. Any student council member on probation will give up their position, until they are no longer on probation.
- Suspensions, and other extreme disciplinary actions, will not be tolerated, and any member who obtains one will no longer be a part of the Math and Science Academy Student Council.
 - Prior to elections, as well as at the beginning of the school year, the adviser will check the disciplinary records of all candidates and elected representatives. If there are disciplinary issues or referrals from the previous school year, that individual will be removed or not allowed to run for student council election.
 - Examples of disciplinary issues include, but are not limited to:

academic dishonesty, truancy, substance use, acts of violence , and acts of discrimination.

- All representatives must participate in 5 “outside of meetings” commitments. Commitments include but are not limited to:
 - Making posters and putting them up in the buildings for student council events, selling products at lunch, distributing products (such as Roses and Skelegrams), assembling products, setting up for school wide events (Game Show, Dorkathon, Lip Sync, Talent Show), taking down for such events, bringing any necessary materials to any event (also includes Teacher Breakfast), distributing cake on Cake Day.
- Failure to fulfill any of the responsibilities above will result in the removal of Student Council from your transcript, removal from Student Council, and ineligibility to run for office the following school year.

C. Attendance Policies

- Excused absence: For an absence to be considered excused, the Secretary, President, and adviser must be informed by midnight the night before the meeting. It also must have a legitimate, unavoidable reason
- Unexcused Absence: An unexcused absence is any absence that does not fit the above criteria. A total of 3 unexcused absences will result in the termination of Student Council membership.
- If a representative is more than 5 minutes late, it will be marked on attendance as such. Three tardies would equal one unexcused absence.
- In the event that any representative is unable to or is removed from their position, the candidates from that grade will be approached to fill the vacancy in the order in which their vote total occurred (highest first). If there are no additional candidates for that grade, there will not be additional elections; that grade will have fewer than allowed representatives.

Article II. The Officers

A. The President

- The active President’s job is to run each meeting. They must decide what needs to be discussed, organize and delegate responsibilities to other members.
- Past responsibilities include (but are not limited to): making the spreadsheets for Skelegrams and Rose Sales, creating surveys for voting, setting up for events, answering questions, organizing off schedule meetings if they need to happen, creating or changing bylaws.
- The President must check to see if members are keeping up on their events, and remind them if they are.

B. The Vice President and the Middle School VP

- The Vice President is responsible to fulfill the President's duties, should they be unavailable
- Should the President need to give up their position, the Vice President must take over.
- The Middle School Vice President works with the Vice President as an “apprentice”. The purpose of the job is to get middle schoolers more involved in leadership positions, and so they learn how student council works, helping them be better prepared when they are upper class men.
- The Middle School VP will also help make sure middle school voices are heard but reading out to grades 6-8, representing Spirit Weeks, and encouraging participation by the Middle School
- The Middle School VP will step up when upper class students have PSEO commitments

C. The Secretary

- The Secretary is responsible for taking attendance at each meeting. They must mark excused and unexcused absences. When it comes to lettering and club removal the Secretary is responsible for having documentation for proof.
- The Secretary must take meeting minutes notes at every meeting, and send them out to all representatives. If for some reason they are unable to attend, it is their responsibility to find someone to take meeting minutes instead.
- In the 2015-16 school year meeting minutes were expected to be sent to the activities director. If that is still required by the school, the Secretary is responsible for doing so.

D. The Event Coordinator

- The Event Coordinator is responsible for keeping track of whether people are doing what they signed up for. For example, the Event Coordinator
- must make sure that a representative responsible for prune juice actually brought it, or if a representative signed up to view screenings, the Event Coordinator must check that they attended.
- The Event Coordinator is responsible for tracking the progress toward lettering requirements throughout the school year.
- The event Coordinator will submit all event forms to Ms. Froberg

E. Election of the Officers

- On the first meeting of the school year representatives can nominate each other, or themselves for any of the 4 officer positions. All active members are eligible to take up any officer responsibilities. Each candidate is responsible for submitting a candidate statement electronically to the adviser one week prior to the election meeting. The statement must include Name, grade, experience with that position’s

roles and responsibilities, as well as ideas for that position.

- The nominees have until the next meeting to prepare a short (about 1 minute) speech about why they would be a good officer
- All nominees will leave the room, then the remaining members will vote. Upon return the new officer's name will be written on the whiteboard
- Each officer's term begins upon election, and ends at the end of the school year. If, for example, a sophomore is Treasurer and he or she returns to Student Council as a junior, he or she must be re-elected; the spot is not reserved.

Article III. Lettering Requirements

A. Eligibility

- Only high school members (grades 9-12) are eligible to letter

B. Requirements

- In order to letter a representative can have up to 2 excused absences.
- With regard to unexcused absences, any unexcused absences will prohibit that representative from lettering.
 - One unexcused absence may be made-up by completing three additional events.
- If a representative is more than 5 minutes late, it will be marked on attendance as such. Three tardies would equal one unexcused absence. This would prohibit that representative from lettering for that school year.
- A representative should not have been on official academic probation at any time throughout the school year.
- A representative must volunteer for 10 outside of meetings commitments in order to letter. Commitments include but are not limited to:
 - Making posters and putting them up in the buildings for student council events, selling products at lunch, distributing products (such as Roses and Skelegrams), assembling products, setting up for school wide events (Game Show, Dorkathalon, Lip Sync, Talent Show), taking down for such events, bringing any necessary materials to any event (also includes Teacher Breakfast), distributing cake on Cake Day
- An event that occurs on one day (Homecoming Dance, Dorkathalon, etc.) will be counted as a single event for lettering purposes. For example, if you volunteer for setup and tear down of Homecoming, that would be one event.
- An event that occurs over multiple days (skelegram and Roses sign up) will count as one event for 2-4 days of sign up and will count as two events for more than 4 days of sign up.
- PSEO students can be wavered from attendance policies IF they can show evidence that the class they are in is a Math and Science Academy Graduation Requirement

Article IV. Student Council Events

A. The list of events

Events done in the past are as follows. Not every event occurs every year, and some years have more events than others. The list of events goes as follows.

- **Homecoming:** this includes the dance planning, setup, possible potential additional dance activities, and tear down.
- **Skelegrams:** Student council assembles Halloween related treats and notes that students can buy for one another (or themselves). Pricing is \$3 dollars (\$1 for a note, \$2 for the Skelegram). They are sold at lunches the week before their distribution. Student council is responsible for assembly. They are distributed the Friday closest to Halloween during Study Hall.
- **Dorkathalon:** A school-wide event that occurs on the last school day before Winter Break. Student Council members are responsible for set up, bringing supplies, taking down and working the event. The event pits grade against grade in events such as
 1. Prune Juice Chug
 2. Pudding Shove
 3. Goldfish Relay
 4. Tug o War
 5. Junk in the Trunk
 6. Dorky Dance
 7. Baby kicks
 8. Bubble gum in flour
 9. Oreo FACE off
 10. Director Relay
 11. Garbage Can Relay (safety concerns)
 12. Mayan Balloon Race
 13. Stocking Bowling
 14. Limbo
- **Counting MSA Student BOD representative ballots:** this is an after school event.
- **Spirit Weeks (1 every quarter):** Every quarter Student Council picks a week to be Spirit Week. They decide theme days for each day of the week. Posters must be made and put up. Some years the most spirited students get prizes. February around Valentine's day is usually versus week
- **Rose Sale:** Roses are sold the week before Valentine's Day, and are distributed the Friday closest to it. Pricing is \$3 dollars (\$1 for a note, \$2 for the Skelegram). They are sold at lunches the week before their distribution. Student council is responsible for assembly. They are distributed the Friday closest to Halloween during Study Hall.
- **The Lip Sync:** The Lip Sync takes place on the last day of school before Spring Break. Students can sign up to do acts. It is a Lip Syncing contest judged on 5 categories.

Student council is responsible for planning the event, set up, take down, judging etc. Student Council must also conduct screenings. They also must encourage their friends, and classmates to participate.

- **Film Festival:** The Film Festival takes place before Spring Break. Students create original films/music videos/and other multimedia. These are screened by Student Council Representatives, then put into a playlist of some form to allow Advisory teachers to screen them for the group.
- **Teacher Breakfast:** At the end of May Student Council plans a breakfast for the teachers as a token of appreciation. Members must bring the items decided on; this can include donuts, egg bakes, fruit, toast, waffles, pancakes, orange juice, coffee, eating utensils, napkins. Members are responsible for setting up and cleaning up. This event occurs in the morning before school begins.
- **Talent Show:** On the last day of school is usually when this event occurs. It is a Talent Show that any student can participate in. Alumni and teachers are permitted to participate, but not win prizes or awards. Student Council must set up, run the event, and clean up. They must judge if no other member of their grade will. They must encourage friends and classmates to participate and take on responsibilities to make the event successful.
- **Cake Day:** This event occurs in all three lunches usually on the second to last day of school. Student Council must distribute cake to all students who want one. Usually 3 cakes per lunch per building are ordered as well as a gluten free cake for each building.
- **Ordering New Apparel to sell to school:** Student Council can design, order, and sell apparel. The apparel is not the official school apparel, and is more about what the students want on their clothes. New apparel is not ordered every year. Old designs can be reused (Talk Nerdy to Me, Join the Nerd Herd, Stud (y) Muffin), or new designs can be recreated.

Article V. Student Council Activities Grant

A. At the end of the first semester, Student Council will review the balance in the MSA Student Council activities account. If there are funds beyond what will be needed for planned expenses the following year, the fund balance will be set aside for bi-annual grants to be offered the following school year (with the fund balance equally split between first semester and second semester). This may also be repeated toward the end of the school year if funds are available. Planned expenses that would be used in the following year include, but are not limited to:

- Student Council apparel (generally every other year as the funds needed are much greater than those listed below)
- Homecoming dance supplies
- Spirit week prizes and supplies
- Skelegram supplies

- Fall Fest/Game show supplies
 - Dorkathon supplies
 - Rose sale supplies
 - Other event-related supplies that arise as new events are added and deleted yearly
- B.** Each semester's scholarships may vary in number dependent upon the total financial requests made. For example, there may be two activities approved for first semester because of smaller grant request totals, but only one scholarship second semester based on grant applicants. The scholarship will be available via a grant application (draft added to this document). There will be an announcement submitted to the MSA business office to notify the student population and activity advisers that the grant is open for applications. The description and application materials will be available on the Student Council website¹. There will be a period of 2-3 weeks to allow for activities to complete their application and submit it electronically to the Student Council adviser.
- C.** After the application deadline has passed, all applications will be forwarded to the Student Council officers for review for accuracy and to determine that all requirements are met by the applying activities. Each application will also be reviewed by the larger group of Student Council within a month of the application deadline. At this review, the applications will be read, needs of each applicant activity discussed, and potential impact on the larger student population weighed. Based on their grant application and the previously mentioned criteria, a final activities grant recipient group will be decided (based on group vote). All applicants will be notified within a week of the Student Council Representative vote. The adviser of Student Council will work with the Business Finance Manager to transfer funds to the relevant activities account.

¹This site is set for redesign with the MSA Technology management company. If that is not the case, Student Council will utilize the MSA Teacher page of their adviser to post the grant materials

STUDENT COUNCIL ACTIVITIES GRANT APPLICATION

Name of activity

Name of adviser

Name of officer(s) if applicable

What would you use the grant funds toward? Be as specific as possible, including cost estimations, detailed description, and how this will impact the activity and the student body as a whole. Attach any visual aids, order forms, etc. that are relevant.

Email completed grant application to Mrs. Kurkoski by _____

Grant applicants will be notified by
