



# Warriors in Action Leadership Bylaws



- **Maude Moore Wood Elementary School**

## **Proposed Bylaws for Student Council**

The name of this organization shall be: Maude Moore Wood Leaders in Action.

**PURPOSE OF ORGANIZATION:** The purpose of this organization will be:

- Provide the Maude Moore Wood community with opportunities to share their time, gifts, and talents in service to Maude Moore Wood; the communities and the surrounding area that makes up Killeen ISD; and the global community;
- Provide special events that promote school spirit;
- Provide activities and support a school environment that promotes high academic standards;
- Work together with fellow Leaders in Action; fellow students; faculty; staff and administration to make Maude Moore Wood the best that it can be.

## **MEMBERSHIP OF Maude Moore Woods Leaders in Action**

### **Article I. Officers.**

The Officers of Maude Moore Woods Leaders in Action shall be: President; Vice President; Secretary; Treasurer; Historian.

### **Article II. Duties of Officers.**

President – 4<sup>th</sup> Grader:

- Shall preside over meetings;
- Shall prepare a written agenda for all regular meetings;
- Shall preside at assemblies;
- Coordinate activities in conjunction with Warriors in Action Advisor;
- To assist in the planning, set up and cleanup of all Warriors in Action events;
- Shall be the official representative for the student body of Warriors in Action; and
- Shall vote at meetings only in case of a tie.

Vice President – 4<sup>th</sup> Grader:

- Keep Rules of Order;
- Fulfill duties of President/any officer in his/her absence;
- To assist in the planning, set up and cleanup of all Warriors in Action events;
- Shall act as official host for Warriors in Action visitors; and
- Shall assume Presidency in case of a vacancy.

Secretary – 4<sup>th</sup> Grader:

- Records minutes at all meetings;
- Publishes and distributes minutes at subsequent meetings;
- Takes and keeps official record of meeting attendance;
- Keeps a record of minutes;

- To assist in the planning, set up and cleanup of all Warriors in Action events;
- Turns over a copy of minutes for publication in the Warriors in Action scrapbook; and
- Reads all incoming correspondence and at direction of Warriors in Action Advisor corresponds with other Persons/Organizations.

Treasurer – 4<sup>th</sup> Grader:

- Shall keep a record of all financial transactions made by Warriors in Action;
- To assist in the planning, set up and cleanup of all Warriors in Action events; and
- Shall provide a written report of all transactions at the Meeting to become an official part of the meeting's Minutes.

Historian/Reporter – 4<sup>th</sup> Grader:

- Shall keep a scrapbook of all Warriors in Action activities including photographs, newspaper articles, flyers, etc.
- To assist in the planning, set up and cleanup of all Warriors in Action events; and
- Shall take photographs at all official functions sponsored by Warriors in Action.

### **Article III. Council**

The Warriors in Action Leaders shall consist of the elected officers, the Warriors in Action Advisors and two representatives from grades 3 and 4 grade.

### **Article IV. Officer Election**

- Elections for Warriors in Action Leadership officers shall be held annually;
- Each potential candidate will be responsible for picking up the by-laws as directed during morning announcements;
- Each potential candidate will be required to share this copy of the by-laws with their parents/guardians, who must sign the copy of the bylaws, as well as a permission slip and Candidate Application allowing their child to run for office; Candidate Application must have a signature from two teaching faculty members. No faculty member shall sign more than one petition for each elected office.
- The potential candidate will return the required information within designated time;
- Campaigning shall be permitted for the week leading up to Election Day. All campaign materials must be first approved by the Advisors. Negative campaigning or unapproved campaign materials will result in disqualification of the offending candidate for office. Distribution of stickers, candy, or other food items is strictly prohibited on;
- A secret ballot election will be held. A committee consisting of at least two 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.

### **Article V. Eligibility for Office**

All candidates for office must:

- Maintain passing grades in all classes.
- 2) Be a model school citizen with no detentions for behavior over the course of the previous school year;
  - 3) Represent Maude Moore Wood Elementary School community's commitment to high standards of decorum; respect for ethnic, cultural, and racial diversity; and respect for local authority at all times.

## **Article VI. Warriors in Action Standards**

All elected members of Maude Moore Wood Warriors in Action Leadership Club shall:

- Meet and Maintain eligibility requirements during term of office;
- Serve as model representatives of Maude Moore Wood School community;
- Attend all Warriors in Action meetings unless they interfere with academics (ie., tests, tutorial classes) in which case officer must notify Advisor prior to meeting; and
- Fulfill all responsibilities faithfully and impartially.

## **Article VII. Removal from Office**

A Warrior in Action member may be removed from the organization for neglect of duties or failure to maintain Warrior Standards as defined in Article VI.

Neglect of Duties.

- In the event that a member neglects their responsibilities; the Warrior in Action Advisor will initially address the matter with the member and document meeting in writing with a copy to parent;
- If problem persists a meeting will be held on matter with member, Principal, Advisor, and parent/guardian;
- When above procedures have been followed and if the problem continues the member will be removed from the Warrior in Action Leadership Club, after the individual has been informed in writing.

Warriors in Action Standards.

- If a student fails to maintain Warriors in Action Standards he/she will be removed from club and a written letter forwarded to parents/guardians explaining removal from office;
- A parent/guardian may appeal removal by requesting meeting with Advisor and Principal.

## **Article VIII. Election of Class Representatives**

Elections for class representatives will be held within the first month of the school year.

Class representatives will meet the same eligibility requirements as members of Warriors in Action board.

Election Process.

- During the first month of school the officers-elect of Warriors in Action will address the Student Body about the responsibilities of a class representative;
- President and Vice President elect will distribute a copy of eligibility, requirements for office and parental/guardian permission slips.
- All forms will be returned to Warrior in Action Advisor on designated date.
- Campaigning shall be permitted for the week leading up to Election Day. All campaign materials must be first approved by the Advisor. Negative campaigning or unapproved campaign materials will result in disqualification of the offending candidate for office.
- A list of eligible candidates will be forwarded to the Advisor teachers by Monday of the 2<sup>nd</sup> full week of school.
- Following the secret ballot election, the Advisors will count ballots. The results will be announced the next Monday.
- In case of a tie, a run-off election shall be held no later than five (5) school days after the original election.

## **Article IX: Meeting Schedule**

There shall be one meeting of the Warriors in Action officers held the 1<sup>st</sup> Thursday of each month.

During the third week of each month there shall be a regular business meeting of the entire Warriors in Action members.

The Warriors in Action Leadership Club shall not convene without the presence of the Advisors.

## **Article X: Warriors in Action Meeting**

All member of Warriors in Action Leadership Club 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 Warriors in Action Club has only delegated powers. The Principal and/or Advisor retain the power of Veto.

## **Article XI: Warriors in Action Fundraising**

Any monies raised by Warriors in Action 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 Warriors in Action funds must be authorized by both the Advisor and the Principal in writing before any money may be spent.

## **Article XII: Warriors in Action Vacancy**

If an office is vacated during the school year for any reason, the office will be filled from within the Club.

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 vacancy. Each candidate will be given an opportunity to address the entire Club to solicit members support.

Following election speeches a secret ballot election will be held. A committee consisting of at least two 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 maybe held.