

MINORITY COUNCIL

CONSTITUTION

Preamble

We, the minority students of Crestview High School, in order to make leadership experiences available for minority students and create a peer support network that encourages students to reach their highest potential establish peer tutoring and promote school spirit, do ordain and establish this constitution of the Minority Council as a honors, interest, and service club.

ARTICLE I

The name of the organization of Minority Council comes from the charter at Choctawhatchee High School.

ARTICLE 2

The purpose of this club is:

1. To educate (peer tutor) fellow students who need our help.
2. To demonstrate model student behavior through actions and leadership.
3. To create unity among the entire student body

ARTICLE 3

Section 1: Membership

To serve in capacity as a member of Minority Council is a privilege and not a right. Each member must and will be selected through an application process by its officers and sponsor(s). Ninth grade members will be recommended by the sponsors at Shoal River Middle School and Davidson Middle School. Qualifications are outlined in Sections 2 and 3 of Article 3.

Section 2: Officers

1. The officers of the Crestview High School Minority Council shall be President, Vice-President, Secretary, Historian, Social Coordinator, Parliamentarian, Spirit Coordinator, Activity Coordinator, and Publicity Chairman.
2. The club members with the sponsor's approval shall elect positions. The sponsor(s) may also appoint positions.
3. In the event that a special committee or officer is required, the sponsor(s) shall appoint a member.

Section 3: Officer Qualifications

The President may be a eleventh or twelfth grader and not a new member, unless membership constraints call for it. The President may only hold the president position in one club at the school.

President, Vice-President, Secretary, Historian, Social Coordinator, Parliamentarian, Spirit Coordinator, Activity Coordinator, Publicity Chairman

- a. All officers appointed/elected must serve in capacity of the organization for one year.
- b. Must maintain a 3.0 unweighted grade point average and have it the semester prior to being elected/appointed.
- c. Must be in good standing with teachers and sponsors
- d. Must be in good standing with the administration. (see point system)
- e. The sponsor(s) will review any referrals and the sponsor(s) will carry out any necessary actions.

ARTICLE 4

Section 1: Responsibilities

President

- a. Presides over all meetings. Attendance is imperative at every meeting. Advance notice is due to sponsor if President must be absent.
- b. Will call regular and emergency meetings.
- c. Will hold officer meetings with sponsor as needed and give input.
- d. Responsible for delegating task to the other officers, with sponsor(s) approval and ensuring that all necessary work is completed.
- e. Prepare agendas for each Council meeting.
- f. Maintain a President's Notebook.
- g. Assist the sponsor(s) whenever necessary.

Vice President

- a. Attendance is imperative at every meeting. Advance notice is due to the sponsor if Vice-President must be absent.
- b. Must aid the President in the planning of all events.
- c. Must be able to preside over a meeting if necessary. Must be able to assume the duties of the President, if the President is unable to do so.
- d. Attend all Officers meetings and give input.
- e. Maintain a Vice-President's notebook.

Secretary

- a. Attendance is imperative at every meeting. Advanced notice is due to the sponsor if Secretary must be absent.
- b. Must keep the sign in sheets of each meeting and give a copy to the sponsor at the end of the meeting.
- c. Must take minutes at all meetings.
- d. Keep a copy of any memos sent out by sponsor(s)/President as well as memos sent to the sponsor(s)/President.
- e. Must provide a typed copy of the minutes to the sponsor(s) no later than 3 days following the meeting.
- f. Must attend all Officers Meetings and give input.
- g. Maintain an organized Secretary's Notebook.

Historian

- a. Must take pictures and document all events, including meetings, service projects, socials and fundraisers.
- b. At the end of the year, compose a neat, creative scrapbook.
- c. Attend all Officers Meetings and give input.
- d. Maintain an organized Historian's Notebook.

Social Coordinator

- a. Must plan and coordinate a social event for each month.
- b. Acknowledge all MC birthdays during their birthday month (will receive a budget to purchase gifts and cards).
- c. Acknowledge all events involving MC members requiring congratulations or sympathy.
- d. Attend all Officers Meetings and give input.
- e. Maintain an organized Social Coordinator's Notebook.

Spirit Coordinator

- a. Preside over all sign paintings
- b. Prior to each sign painting, talk to members about their assignments for that day and rules/guidelines for cleaning up, time requirements, etc.
- c. Attend all Officers Meetings and give input.
- d. Maintain an organized Spirit Coordinator's Notebook.

Activity Coordinator

- a. Keep all members informed of upcoming events by e-mail, phone call and announcement.
- b. Write up newsworthy information of MC activities to be sent to the school newspaper, Crestview Bulletin and Daily News.
- c. Attend all Officers Meetings and give input.
- d. Maintain an organized Activity Coordinator's Notebook.

Parliamentarian

- a. Maintain order at all meetings.
- b. Assign fees for members talking, disruption, etc.
- c. Keep list at each meeting of members who were assigned fees to pay.
- d. Attend all Officers Meetings and give input.
- e. Assist the sponsors, when necessary.
- f. Maintain an organized Parliamentarian's Notebook.

Publicity Chairman

- a. Keep the members informed of upcoming MC activities (via announcement, e-mail, telephone).
- b. Keep the school informed of special MC activities (announcements, posters, newsletter, etc.).
- c. Keep the community informed of MC activities, recognition and awards (announcements, newspaper, etc.)
- d. Attend all Officers Meetings and give input
- e. Assist the sponsors, when necessary
- f. Maintain an organized Publicity's Notebook.

Section 2: Breach in Responsibilities

Breach in responsibilities may result in suspension or dismissal from the club. The Sponsor(s) and the President will decide this on a case-by case basis.

All members will show their report card to the sponsor each quarter.

ARTICLE 5

Disciplinary Clause

Clause 1: Members

- a. Reasons for disciplinary actions (see point system sheet) for Minority Council are as follows:
 1. Excessive unexcused absences from meetings, fundraisers, peer tutoring (more than 2 per quarter).

2. Failure to uphold position's responsibilities.
3. Failure to maintain the required GPA.
4. Failure to uphold the Minority Council purpose.
5. Suspension from school.
6. Failure to represent Crestview High School in a positive manner.

Clause 2: Officers

- a. Reasons for disciplinary actions for Minority Council Officers are the same as in Clause 1, Section a.
- b. Excessive need for disciplinary actions shall result in dismissal.
- c. Prior to dismissal of an officer, he/she shall receive two written warnings from the sponsor(s).
- d. After dismissal of an officer, with the exception of the President, the general membership shall hold an election within its membership for a replacement. In the case that the President is dismissed, the Vice-President shall take his/her place and the position of Vice-President will be up for election.

Amending Clause

Any changes to this constitution after approval of the Sponsor and Principal must be by a two-thirds vote of the general membership and approval of the sponsor and administration. This constitution should be reviewed and updated as needed at the end of each school year.

Approval Signatures

Principal: _____ Date: _____

Sponsor: _____ Date: _____

Sponsor: _____ Date: _____

President of the Minority Council

_____ Date: _____