

McCarty Elementary Mustang Pride Leaders Constitution *adopted November 14, 2016*

Mission

We, the Mustang Pride Leaders (MPL) of McCarty Elementary School, in order to promote a spirit of cooperation between the students and staff, maintain a high standard of personal conduct, promote and encourage activities for the best interest of the students, and develop good citizens through experience in government, do hereby establish this constitution for the Mustang Pride of McCarty Elementary School.

Article 1. Name

The name of this organization shall be:
The Mustang Pride Leaders of McCarty Elementary School.

Article 2. Purpose

The purpose of this Mustang Pride Leaders is to: Stimulate a spirit of cooperation within the McCarty Elementary Community; aid in the development of loyal and constructive Mustang school spirit, provide opportunities for student leadership, to organize and promote activities for community service, and increased participation among students and families at McCarty Elementary.

The major duties of the Mustang Pride Leaders is the coordination of a variety of activities and to assist instructional staff within the building in their classrooms. The MPL helps the school and PTA in setting up and running in student activities. Members of the MPL meet once a month to present student ideas and concerns.

Article 3. Policies

To organize and govern all student elections.
To investigate building needs and make recommendations and reports to the school principal and the PTA.
To organize and carry on programs to promote school and community service, citizenship, school spirit and student leadership.
To conduct ourselves as positive role models.

Article 4. Veto Power of the Administration

All decisions of the Mustang Pride Leaders shall be subject to the approval of the principal.

Article 5. Membership

Membership is done through teacher recommendation from previous 3rd and 4th grade teachers, is made up of 4th and 5th grade students and is capped at forty (40) representatives of which five (5) are officers. All potential members must have completed and turned in the application on time. All candidates to MPL must have passing grades in all classes from the last grading term (quarter or semester) in order to run. Any student who runs for an officer, but does not win, is invited to join MPL as a member.

Article 6. Elections of Voting Members

Elections of members for the upcoming school year will be held at a time designated by the MPL at the 1st meeting of the year. Candidate information for official offices will be read from an informational form and handed out to interested MPL members at the end of the 1st official meeting. The officers of the MPL shall be the President, Vice-President, Secretary, Treasurer and Historian. The term limit is 1 academic school year.

All candidates will prepare and deliver a two-minute speech presented to the body of the MPL. Officers whose positions are uncontested will be counted in on a hand-vote. In contested elections a paper ballot will be provided. Only MPL members will vote for the candidates. Official Results will be delivered on the afternoon announcements on the day of the campaign speeches. In the case of a tie, both students will assume that position. Elections shall be based on simple majority of those voting.

Article 7. Duties, Powers, and Responsibilities of Members and Disciplinary Action of Members

All members of the MPL are expected to adhere to the guidelines of Mustang Pride for behavior and to attend regularly scheduled meetings.

Each member must adhere to the rules/procedures of the current attendance system set forth and approved by the MPL at the first meeting of the school year.

The Class Representatives shall fulfill duties as assigned when necessary.

Each member shall have the privilege and responsibility of presenting to the MPL any suggestions for the general welfare of the student body. Each voting member shall have the power to vote on all motions brought before the MPL. Each member shall conduct his/herself as such by following school rules and setting examples for the rest of the student body. Any student who has 2 unexcused absences to morning meetings, is late to scheduled meetings more than 3 times, exhibits inappropriate behavior in school or has a failing grade in any class will be:

1st time – warned in writing

2nd time – suspended for the remainder of the school year from MPL.

Decisions on all disciplinary action will be made by the MPL sponsors with input from building administration.

Article 8. Powers and Duties of Officers

The President shall: preside over all MPL meetings, keeps order and follows an agenda to insure that parliamentary procedures are followed. Be responsible for all activities concerning MPL publicity by overseeing the making of posters reporting to local and school newspapers publicizing activities in the daily announcements (and similar venues)

The Vice-President shall: preside over meetings in the absence of the President, shall be responsible for updating the constitution whenever amendments are approved, and supports the President.

In addition, the Vice President will make daily announcements, announcing meetings one day prior to the meeting and act as Secretary in the absence of the Secretary.

The Secretary shall: give all members and officers an agenda of the meetings, keep an accurate transaction of all MPL meetings, conduct all correspondence, records the minutes of the meeting at the end of his/her term, provide a complete report of the accomplishments of MPL for the MPL. Finally, the secretary takes attendance.

The Treasurer shall: give all members a financial review of all monies earned and in our accounts with the assistance of the MPL sponsor and keeping an accurate record of Box Tops with the assistance of the PTA liaison.

The Historian shall: take and share photos with MPL and building staff after attendance at all MPL events. The Historian will use a school camera for these events and approved pictures by administration will be included at the end of the year slide show. This position is appointed by MPL sponsors and administration.

Article 9. Meetings

The MPL shall not have to meet every week. Instead the MPL will meet once a month as scheduled by the advisor(s).

Article 10. Advisors

There shall be one or more faculty advisors approved by the administration before the academic school year begins.

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Section 2: Roles and Responsibilities of Advisors

Article 1. Appointed Advisors

There shall be at least 2 staff sponsors of The Mustang Pride Leaders

Article 2. Monthly meetings

Monthly meeting will occur on the first available Monday of each month to detail a plan with all available members of the MPL.

Article 3. Attendance at events

There shall be at least 1 MPL staff sponsor at **ALL** MPL events or said event will be cancelled/rescheduled or unavailable for service with MPL.

Article 4. Collection/Handling of funds

Whenever a collection of funds is required please adhere to the following steps:

1. Notify the office via e-mail and in person of the funds to be collected on the day you know about your collection.
2. Label an envelope with the title of the monies you are collecting and have the office keep it in the safe.
3. Create a spreadsheet of all parties involved with columns to include: first and last name, contact number/email, amount collected, cash amount, check # and amount.
4. After each day of collection, update the spreadsheet and place the new monies in the envelope and have office staff place in safe. Do this for each daily collection.
5. At the end of the collection, fill out a Cash disbursement form to show checks, coins and monies. Double check each amount.
6. Copy the front side of each check before turning in final paperwork to office.
7. Office will use funds to purchase items if that is the purpose for said funds, or if it is used for donation, will complete the transaction after the MPL advisor has completed steps 1 through 6 of this article.

Article 5. Communication

Communication is vital to the success of the MPL and is done in the following ways:

McCarty Elementary website
School Newsletter
Parent E-mail
PTA Newsletter

Article 6. Roles of the Advisors/Timeline

Advisor responsibilities include many roles, but the 3 detailed below are most important, because they allow for community connections to be made which will allow club growth and sustainability. All communications whether internal or external to the club will be done within 24 hours of the event/meeting to continue/increase community engagement.

- A. Community Relations/Communications Liaison (CRCL)**-The **On the community relations side the CRCL** is responsible for scheduling and working with non-for-profit organizations to allow MPL the ability to have community service opportunities in addition to building the monthly agenda. On the Communications front, the Communications Liaison will share MPL news through all online mediums as highlighted in Section 2, Article 5 of this document.
- B. PTA Liaison** – The **PTA Liaison** is responsible for communicating with the PTA President, the Board and its members, regarding potential and actual service opportunities to be available with the MPL throughout the academic school year. The **PTA Liaison** responsibility also includes communicating with the **Community Relations/Communications Liaison** within 24 hours after scheduling an event. This ensures public knowledge of the event and the ability to place PTA events on the MPL calendar and monthly agenda.
- C. School Liaison** - This person communicates with building staff and assigns MPL roles within the classroom that best fits the needs of the child volunteer and staff member. This is done within the first month of school after the first meeting. Concerns and successes will be shared/handled and communicated with the **School Liaison** to be shared with the other advisors. The **School Liaison** responsibility also includes communicating with the **Community Relations/Communications Liaison** within 24 hours of scheduling an event. This ensures public knowledge of the event and the ability to place **School Liaison** events on the MPL calendar and monthly agenda.