2019 - 2020

For Office Use Only:	
Date Received:	/ /
Update Attendance:	☐ Yes
Update Rediker	☐ Yes
Initial:	

STUDENT GOVERNMENT APPLICATION

_____

Student's Last, First Name

Grade Level:

☐ 5A ☐ 5B ☐ 6A ☐ 6B ☐ 7A ☐ 7B ☐ 8A ☐ 8B

Currently Enrolled in Afterschool Care: ☐ Yes

Schedule:	September – May	Meeting Wednesday Work call Monday	3:45PM – 4:45PM

Schedule: September – June Monday, Wednesday, Friday 3:45PM – 4:45PM

Please check the position you are applying for:

☐ President ☐ Secretary ☐ Treasurer

☐ Parliamentarian ☐ Historian ☐ Web Master

☐ Design and Advertisement ☐ Public Announcement ☐ Class Representative

☐ Chair of Environmental Sustainability ☐ Chair of Diversity of Events

☐ Vice *(Please check if applying for Vice Officer)*

Why do you feel you would be the right person for this position?

_____

_____

_____

_____

List any experience or accomplishments that will help you fulfill your duties:

_____

_____

_____

_____

_____ / /

Student Signature *Date*

_____ / /

Parent or Guardian Signature *Date*

	Mobile	Email
Primary Contact:	( ) -	
Secondary Contact:	( ) -	

_____ / /

Teacher Signature *Date*

MONTICELLO ACADEMY
STUDENT GOVERNMENT
BYLAWS

MISSION STATEMENT

- To be the voice of the student body.
- To empower the students by becoming an active part of their community.
- To create a more meaningful experience at Monticello Academy by building our Monticello community through fun events that promote ACHIEVE!

EXPECTATIONS

- Students will help plan school events such as dances, sales, fundraisers and social activities within their committees.
- Students will lead schoolwide rallies throughout the year.
- Students will be responsible for making announcements to the student body.
- Students will be asked to take notes and follow provided templates during meetings.
- Students will be held to the Monticello Academy Schoolwide Learner Outcomes and will be expected to be responsible lifelong learners.

MEMBERSHIP

REQUIREMENTS

GRADE LEVEL

- Officer: Middle School
- Vice Officer: **Middle School**
- Class Representative: 5th Grade and above

GPA

- 3.0 overall GPA or higher

LATE MEMBERSHIP

- If you run for office after the first official meeting, an internal election will be held at the MASG meeting.
- Adding New Members to the School Loop Group: The office of Web Master shall add all new members that are voted in after the date of our first official meeting.

INTERNAL ELECTIONS PROCEDURES

- The candidate will be called forward to the center of the room.
- Candidate shall be given 3 – 4 minutes to deliver their speech.
- After the candidate's speech the MASG officers have 3 – 4 minutes to ask questions.
- The candidate is then excused from the room.
- The MASG officers will have 7 minutes to discuss their views on the candidate running for office.
- The MASG officers will then vote on the candidate.
- Candidate will be called back into the room for the voting result.

ROLE AND RESPONSIBILITIES OF OFFICERS

PRESIDENT

- Facilitates all standard meetings.
- Issues warnings and can administer dismissals.
- Creates the weekly to-do list and **posts to MASG group on School Loop**.
- Elects officers to complete tasks during meetings to ensure productivity.
- With the help of the VP, regularly meets with all officers throughout the week to ensure productivity. Meetings can be online, phone, or in person, but must be documented.

SECRETARY

- Creates and posts rosters.
- Creates, prints, and distributes meeting agendas.
- Takes meeting minutes and submits minutes to group page.
- Prints and distributes calendars from group calendar.

TREASURE

- Meets with Mrs. Trinh weekly to check and balance accounts.
- Files all receipts and balances in **treasury binder**.
- States current and past spending and balances at standard meetings.

PARLIAMENTARIAN

- Updates Bylaws after any meeting where a law is added, removed, or changed.
- Settles disagreements by stating current laws regarding the topic of disagreement.
- Thinks of laws that will benefit the MASG and improve procedures and submits them as agenda items.
- Keeps time of all agenda items.
- Ensures proper meeting procedure.
- **Keeps track of absences and tardies during the meetings.**

WEB MASTER

- Updates and organizes the website and School Loop groups.
- Posts news and event items on website and School Loop.
- Updates and keeps records of all online account info for MASG: login, passwords, etc.
- **Regularly checks the MASG email (mastudentgovernment@gmail.com) and notifies the advisors and president of important incoming mail.**

PUBLIC RELATIONS

- To maximize efforts, the public relations office will be split into two branches

DESIGN AND ADVERTISEMENT

- Creates flyers, posters, tickets, and any other printed or hand drawn items for the purpose of informing the public about news and events.

PUBLIC ANNOUNCEMENTS

- Makes public announcements in multiple arenas including classrooms, cafeteria, over the intercom, videos, and etc.

PDIVERSITY AND EVENTS

- Creates, plans, and provides events to enrich the school community.
- Creates sub committees for assistance.
- Creates signups for assistance.

ENVIRONMENTALSUBSTAINABILITY

- Creates, plans, and provides the means to become a more environmentally conscious school through school-wide projects, fundraisers, etc.

CLASS REPRESENTATIVE

- Announces MASG decisions and updates during the core classroom sessions.
- Relays any messages, decisions, or updates from the classrooms back to the MASG at the standard meeting

MEETINGS

- Mandatory meetings take place in the MASG room every **Monday and** Wednesday from 3:45PM to 4:45PM

PREPAREDNESS

- Arrives with binder, note paper, and writing materials.
- Take notes during meeting, and documents major changes or decisions.
- Notes specific tasks and due dates.

ATTENDANCE

- If you are unable to attend a meeting or will be arriving late to a meeting, you must email the advisors, as well as the president, prior to the meeting.
- Notice is required 24 hours in advance.
- Word of mouth will not count as a notification to the advisors. This means friends may not report your absence or tardy

TARDY

- If you arrive after the gavel has been struck and the meeting has been called to order, you will be marked as tardy.

ABSENCE

- Excused absences include: school absence, doctor/dentist appointments, field trips, rehearsals, or MA sporting events.

UNEXCUSED ABSENCES AND TARDIES

- One unexcused absence per semester will result in a verbal warning from the advisors and president.
- Two unexcused absences per semester will result in a written warning in the form of an email to both the student and the parents.
- Three unexcused absences per semester will result in probation and meeting with the advisors and president.
  - Probation consists of no voting rights for two weeks, and the student will need to help clean MASG room after each meeting.
- Four unexcused absences per semester will result in suspension and reconsideration of student government role.

MEETING CONDUCT

In order to ensure we create a productive environment, we shall:

- Raise our hands and wait to be called on by the presiding officer.
- Listen respectfully to one another's viewpoints and ideas.
- Share in a respectful manner within the given time.

CONSEQUENCES FOR MISBEHAVING OR DISRUPTING A MEETING

- 1st: Verbal warning documented in meeting minutes.
- 2nd: Written warning documented in meeting minutes.
- 3rd: Excused from meeting, and must set a mandatory meeting with the advisors and president.

AGENDA

The presiding officer will adjourn the meetings. Upon the meeting being adjourned, all officers shall:

- Agenda items must be submitted to the secretary before Tuesday by 6:00PM.
- 1 minute for each officer report.
- 2 minutes for each public announcement.

ADJOURNMENT

The presiding officer will adjourn the meetings. Upon the meeting being adjourned, all officers shall:

- Clean up their areas, and tuck in their chairs.
- Put away all items used for the meeting.
- Ensure the MASG room is organized and placed back to its original setting.
- Power down any electronic items that don't need to be on, and close the door.

WORKDAYS

- Mondays are workdays. **However, they are still mandatory, and students must attend the full meeting.** ALL students must meet with an advisor and committee leaders.
- The MASG room will be open from 3:45PM to 4:45PM for MASG related work to be completed.

VOTING

RULES

- Voting can only take place when enough members are present for a quorum. The quorum is 30% of the governing body.
- Raise your hand above your head.
- No talking.
- **Officers on probation may not vote.**
- **If an officer disrupts the voting procedure, he or she may be not permitted to vote for the rest of the meeting or may be asked to leave MASG for the rest of the meeting.**

COUNTING

- The president and vice president count the number of votes and state the total count to confirm accurate counting.

MAJORITY

The following topics require a majority vote:

- Sales
- Prices
- Passing Motions
- Officer Termination
- **Internal Elections**

SALES

- You must be trained and certified to work at a station during sales.

DANCES

DISCOUNTS

- All MASG members pay full price for dance.
- **If an MASG officer stays for the entire dance (including set-up and clean-up), he or she will receive a 50% discount for the following dance.**
- Dance committee members will receive a 50% discount if they attend all the dance committee meetings AND stay for the entire dance (including set-up and clean-up).