

Constitution of the Lake Olympia Middle School Young Ladies of Excellence

PREAMBLE

We, the students of Lake Olympia Middle School, in order to advance the social and civic development of the student body, promote school spirit and pride, and provide for an exchange of ideas among the faculty and student body, do hereby establish and ordain this Constitution of the Lake Olympia Middle School Young Ladies of Excellence.

ARTICLE I: NAME

The name of this association shall be "Lake Olympia Middle School Young Ladies of Excellence "

ARTICLE II: PURPOSE

The purposes of the Young Ladies of Excellence shall be:

- A. To develop leadership qualities among Lake Olympia Middle School student body by providing services to the school and community.
- B. To provide for an exchange of ideas among the student body and a way for each student to have a voice in the decision making process of Young Ladies of Excellence.
- C. To plan and organize activities and projects which advance the social and civic development of the student body with emphasis on the development of the character of the students on our campus.
- D. To promote school spirit and an attitude of co-operation between the faculty, administration and the student body.
- E. To promote community involvement through service projects.

ARTICLE III: MEMBERSHIP

Requirements for membership are as follows:

SECTION I: Representation

- A. The Young Ladies of Excellence will consist of volunteer representatives from the Lake Olympia Middle School student body.
- B. Representatives will be from the 6th, 7th, and 8th grades.

SECTION II: Qualifications

- A. Each member must be a student at Lake Olympia Middle School.
- B. Each member must have at least a "C" average in all subjects.
- C. Each member must have submitted an application and petition that has been approved by the advisor.
- D. Each member must have an established record of appropriate conduct, with no N's, U's or ISS/BLC/CAEP Assignments during the current school year.

- E. Each member must complete and turn in a Character Contract by the designated date.
- F. Candidates for membership may be subject to additional requirements, as determined by the advisor.

SECTION III: Duties

- A. Each member must participate in YLOE fundraisers.
- B. Each member must be on at least one committee throughout the year.
- C. Each member must attend at least two school functions per semester. *Functions to be decided by sponsor.*
- D. Each member must attend all meetings or provide a valid parent excuse for their failure to attend.
- E. Each member must maintain a passing grade in each class at all times, and maintain a "C" average.
- F. Each member must display appropriate conduct at all times (No U's or ISS/BLC/CAEP Assignments).

SECTION IV: Removal and Resignation

- A. A member who fails to meet the qualifications stated in Article III, Section II may be removed from the YLOE.
- B. A member who fails to perform the duties stated in Article III, Section III may be removed from the YLOE.
- C. A member who has not participated in Young Ladies of Excellence duties or events for four weeks or has more than two unexcused absences from scheduled meetings will be considered **inactive** and subject to removal. Only an advisor can excuse an absence.
- D. Any member who is **inactive** may be removed from YLOE by the advisor, or by the Executive Committee.
 - 1. The Executive Committee will meet to review the member's status and consider removal from YLOE.
 - 2. The member must be informed of the reasons for consideration of removal and an opportunity to answer the charges.
 - 3. A 2/3 majority will be sufficient to remove an inactive member.
- E. A member (active or inactive) may be removed by the advisor or an administrator for violations of the LOMS Young Ladies of Excellence Character Contract or any inappropriate conduct.
- F. Any member who submits a resignation in writing .may resign his/her position at any time, for any reason.

ARTICLE IV: OFFICERS

SECTION I: Officers

The elected officers shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Historian
- F. Parliamentarian

SECTION II: Elections

- A. Election of Young Ladies of Excellence Officers, when possible, will be held in the spring of each school year. If not possible, elections will be held in the fall.
- B. Each prospective candidate must be an active member in good standing.
- C. Each candidate must complete an application packet and petition and submit it by the designated date.
- D. Each candidate must follow all election guidelines, as established by the advisor, the Young Ladies of Excellence, and/or the LOMS administration.
- E. Officers will be elected by a majority vote in a school wide election, **whenever possible**.
- F. Tiebreakers will be decided by a runoff election.
- G. If there is only one candidate for a position, the Young Ladies of Excellence may elect the candidate with a majority vote.
- H. The Term for each office will be **one** year.

SECTION III: Qualifications and General Duties

- A. An officer must maintain a “**B**” average in all subjects.
- B. The officer must be a 7th or 8th grader.
- C. An officer must attend all scheduled YLOE meetings as well as Executive Committee meetings.
- D. An officer must maintain all other qualifications as stated in Article III, Section II.
- E. An officer must maintain all other duties, as stated in Article III, Section III.

SECTION IV: Duties

A. The President:

- 1. Is responsible to the students, school, administration, and Young Ladies of Excellence for any and all actions of the Young Ladies of Excellence.
- 2. With assistance and supervision of the advisor, will appoint all committee chairpersons.
- 3. Represents the school and the Young Ladies of Excellence at all school and Young Ladies of Excellence functions.
- 4. presides over all Young Ladies of Excellence meetings, prepares an agenda for the meetings
- 5. Has the power to call special meetings.
- 6. Guides all the discussion, seeing that all members have an opportunity to speak.
- 7. Votes only in the case of a tie.
- 8. Sets deadlines for all Young Ladies of Excellence work, including committee work, and sees that it is done on time.

B. The Vice-President:

- 1. Represents the school and the Young Ladies of Excellence at all school and Young Ladies of Excellence functions in the absence of the President.
- 2. Presides over Young Ladies of Excellence meetings in the absence of the President.

3. Oversees the work of all committees and reports their status to the President.

C. The Secretary:

1. Keeps a record of all attendance at meetings.
2. Takes minutes during all meetings, types the minutes after the meeting, and reads them at the next meeting.
3. Maintains all member points sheets and committee membership lists, and identifies any students in need of review.
4. Gives a report of and answers all correspondence.
5. Keeps all Young Ladies of Excellence files in order, including minutes, proposals, and reports.
6. is the chairperson of the Public Relations Committee

D. The Treasurer:

1. Works with the advisor to create a budget for the Young Ladies of Excellence at the beginning of each year.
2. Maintains the Young Ladies of Excellence financial records.
3. Obtains the financial report from the school secretary or Advisor as needed.
4. Reports on the income, expenditures and balance at each Young Ladies of Excellence meeting.
5. Oversees all fundraising efforts of the Young Ladies of Excellence.

E. The Historian:

1. Takes pictures at all Young Ladies of Excellence events.
2. Works with the Scrapbook committee to complete a scrapbook of Student YLOE activities at the end of each year.
3. Creates a written summary of all Young Ladies of Excellence events and activities for Young Ladies of Excellence records.
4. Is the chairperson of the Scrapbook Committee

F. The Parliamentarian:

1. Makes sure that all meetings run according to parliamentary procedure.
2. Works with the advisor and other officers to maintain order at meetings.
3. Is the chairperson of the Pride and Patriotism Committee

SECTION V: Removal and Resignation

- A. Any officer who fails to meet the qualifications of office as stated in Article IV, Section III may be removed from office.
- B. Any officer who fails to complete established or assigned duties or otherwise neglects the responsibilities of his/her office may be removed from office.
- C. Three unexcused absences from Young Ladies of Excellence or Executive Committee meetings may result in a probationary status, which may result in removal from office.
- D. The Advisor will appoint an active Young Ladies of Excellence member who meets the qualifications for office to serve for an officer who becomes inactive.
- E. The Young Ladies of Excellence will appoint or elect a qualified Young Ladies of Excellence member to fill a vacant position.
- F. An officer may be removed in any of the following ways:
 1. A 2/3 vote of the Young Ladies of Excellence, where 75% of the members are in attendance.

2. A 2/3 vote of the student body.
3. An administrative removal by the advisor or an administrator for disciplinary or academic reasons only.
4. Any officer who submits a resignation in writing .may resign his/her position at any time, for any reason.

ARTICLE V: MEETINGS

SECTION I: Regular meetings will be held at least once per month on a day established by the Executive Committee and the advisor.

SECTION II: Special meetings will be called when necessary by the President or the Advisor.

SECTION III: Parliamentary procedure (Robert's Rules of Order Newly Revised) shall govern all meetings.

SECTION IV: A two-thirds majority of members must be present in order for YLOE to vote on Young Ladies of Excellence issues.

SECTION V: The majority vote rules in all voting that takes place in a meeting, except where a larger majority is required by the Young Ladies of Excellence Constitution.

ARTICLE VI: COMMITTEES

SECTION I: Standing Committees

The standing committees shall be:

- A. Executive Committee
- B. Community Service
- C. Pride and Patriotism
- D. Energy and Environment
- E. G.L.A.M. (GIRLS LEADING AND MENTORING)
- F. Scrapbook
- G. Public Relations
- H. Spirit

SECTION II: Duties

- A. Executive Committee
 1. will consist of the officers and committee chairs of the Young Ladies of Excellence
 2. Will investigate student concerns and seek student feedback in developing proposals, projects, and suggestions for school improvement and addressing the needs of students.
 3. May delegate such projects and proposals to a standing committee, or establish a special committee to carry out special projects.
 4. Will organize and run fundraisers that help the help the Young Ladies of Excellence meet its budget.
- B. Community Service Committee
 1. Will organize and carry out activities that benefit the school and/or surrounding community.
 2. Will maintain a running record of all community service hours and donations made by students and staff at LOMS
- C. Pride and Patriotism Committee

1. Will organize and carry out activities that help instill pride in the nation, state, city, community, school, and self.
 2. Will encourage awareness and tolerance of the diverse cultures within the school and community
- D. Energy and Environment Committee
1. Will organize and carry out projects that promote the conservation of energy,
 2. Will organize and carry out projects that promote environmental protection, and
- E. G.L.A.M. Committee
1. Will organize and carry out projects that promote awareness in the areas of mental health, social skills, and self-esteem.
 2. Will organize and carry out projects that prevent alcohol, and tobacco abuse, and
 3. Will provide information and education about health issues that affect adolescents
- F. Scrapbook Committee
1. Will be chaired by the Young Ladies of Excellence and outside volunteers of sororities and other girls' groups and Historians.
 2. Will organize, create and maintain a book of pictures of all Young Ladies of Excellence activities during each school year.
 3. Will assist the historian in taking pictures at all Young Ladies of Excellence events.
 4. Presents a slide show/video presentation of all YLOE activities at the end of each school year.
- G. Public Relations Committee
1. Will organize and carry out projects that promote improvement of student/faculty/staff relations
 2. Will keep the school and public informed about all past activities through the use any available resources, including bulletin boards, school and local newspaper articles, websites, and press releases.
 3. Will organize and carry out projects that promote improvement of student/faculty/staff relations
 4. Spirit
 - a. Will organize and run projects that promote school spirit among the students, faculty and parents.
 - b. Will organize and promote school spirit projects throughout the year.

SECTION III: Duties of Standing Committees/Committee Chairpersons

- A. Each member must serve on one standing committee.
- B. Members may not change their standing committee membership unless permission has been given by the advisor.
- C. Each committee must develop an activity proposal for each activity that it intends to complete.
- D. Each committee chairperson will be appointed by the Young Ladies of Excellence President, with assistance from and under the supervision of the Young Ladies of Excellence advisor.
- E. Each committee chairperson will organize and oversee its activities and present any reports and proposals to the Executive Committee and at general meetings.

- F. All committee chairs must maintain and supervise the details of current activity proposals for their committees.
- G. The Chairperson is responsible for making sure that all members complete their assigned tasks.
- H. All committees must submit a review of each activity, after getting feedback from appropriate sources, including involved students, teachers, administrators, organizations, and other Young Ladies of Excellence members.
- I. The activity review must be submitted within three weeks after the completion of the activity.

SECTION IV: Special Committees

- A. The Young Ladies of Excellence, Executive Committee, or the President may establish a special committee for any reason that promotes the goals or objectives of the Young Ladies of Excellence.
- B. All special committees will be governed by the same rules that apply to Standing Committees of the Young Ladies of Excellence.

ARTICLE VII: YOUNG LADIES OF EXCELLENCE POWERS

All powers exercised by the Lake Olympia Middle School Young Ladies of Excellence are delegated to it by this school administration; therefore, the Advisor and/or the Principal will have the authority to veto any its actions.

ARTICLE VIII: MERITS

SECTION I: Purpose

The merit/point system will be used to determine active status and special incentives, and is based on attendance at meetings, and participation in Young Ladies of Excellence Activities.

SECTION II: Active Status and Probation

- A. The advisor will determine the number of points that members are required to receive each semester.
- B. Members who do not meet the requirement for active status will be considered inactive.
- C. Inactive members will be subject to removal under Article III, Section IV of the YLOE Constitution.

SECTION III: Gaining Merit Points

Merit Points will be given by the advisor, or by the Young Ladies of Excellence President, Secretary, or committee chairperson (with advisor approval) as positive points and given for items, such as, but not limited to

- A. Meeting attendance – 1 point
- B. Wearing YLOE shirt on the day of the general meeting/committee meetings – 1 point
- C. Attendance at special activities – 1 point
- D. Extra committee work – 1 point

E. Demonstrating leadership in special situations – 1 point

ARTICLE IX: AMENDMENTS

SECTION I: Amendments to this Constitution can be made by the Council, Advisors or school administration as needed.

SECTION III: Amendments made to this Constitution by the Young Ladies of Excellence must be presented to Young Ladies of Excellence members in printed form at a Young Ladies of Excellence meeting.

SECTION III: A two-thirds vote of Young Ladies of Excellence will be required to amend this Constitution.