

***Constitution of the Student Leadership Council
of
Los Angeles Leadership Academy High School
2013-2014***

Preamble

We, the Student Leadership Council of Los Angeles Leadership Academy High School, pledge to take upon ourselves the responsibility of maintaining a civil, democratic system of governance, in which all students within the council are acknowledged, considered, and empowered as representatives and stakeholders for the advancement and prosperity of the school community-at-large. The power exercised shall solely be for the growth and well-being of our school student body as scholars, creators, and activists.

Article I

Student Leadership Council Constitution

Section 1. Membership

All students enrolled in Los Angeles Leadership Academy High School, herein referred to as LALA, and nominated and elected through formal process are members of the Student Leadership Council, herein referred to as SLC.

Section 2. Source and Extension of Power

The school principal is directly responsible for the welfare of the school and its students, and it is understood that the powers delegated to the SLC by the school community are subject to the advice and consent of the principal and administration.

Section 3. Constitution as Protocol and Law of the Land

It is recognized that this Constitution and its by-laws and policies shall function as the governing document for operation of the SLC. It is also recognized that the Constitution is a living document that can be amended according to the needs and demands of the SLC and the students it governs.

Article II

Bylaws

The SLC is empowered (with the aid of the Leadership Council Advisor) to write all appropriate

procedures and regulations necessary to carry out in letter and spirit of the Constitution.

Article III

Amendment of the Constitution

Section 1. Procedure

A. An amendment to the Constitution may be proposed and discussed at a regular meeting of the SLC. Majority vote of one or more votes of members must be in accord for acceptance of the amendment.

B. The proposed amendment shall be made public after its approval and take effect immediately.

Article IV

Ratification of the Constitution

The ratification by a majority vote of one or more votes the SLC shall be sufficient for the establishment of the Constitution as the governing instrument for LALA and its SLC.

Article V

Organization of the SLC

Section 1. Form of Government

The government of students at LALA is vested in the SLC.

Section 2. Structure of the SLC

The SLC consists of the following:

A. SLC Officers

B. SLC Committees

C. SLC Advisory Representatives or Grade Level Councils

D. SLC Grades 9 to 12 Level Representatives (One per grade level)

E. SLC Liaisons

F. SLC Faculty Advisor

G. Administration and Faculty (as needed)

Section 3. Membership of the SLC

The SLC will consist of 30 members including the SLC Officers:

- *10 seniors*

- 9 juniors
- 3 sophomores
- 3 freshmen

These numbers may vary based on student interest, qualifications, requirements, and scheduling limitations.

Section 4. Membership in the SLC

Any student may become an SLC member. The number of positions available may vary from year-to-year. All elected officers, including Grade Representatives, automatically gain membership in the SLC. All other members are required to apply through the application process.

The goal of the SLC and its officers is to select members deemed to be those who possess the greatest potential to fulfill the duties of a student leader, who will abide by the policies and bylaws of both LALA and the SLC, and who, to the best of the SLC's knowledge, contain the greatest potential for growth.

Following school wide elections in the Spring Semester of the current school year, the new SLC officers and members will distribute applications for SLC membership for the following school year to all interested juniors, sophomores, freshmen, and eighth graders who wish to become new members of the SLC for the upcoming school year. All candidate applications will be screened for the requirements for membership as listed below. Candidates who meet the criteria will move to the interview process, which will be conducted by the current and newly-elected SLC Officers with the assistance of the SLC Advisor. All SLC members shall discuss potential candidates before the interview process begins.

Section 5. Requirements for SLC Membership

- *Maintain a GPA of 2.5 or higher for freshmen & sophomores and 3.0 or higher for juniors and seniors.*
- *Be in excellent disciplinary standing.*
- *Demonstrate the qualities of leadership, cooperation and a willingness to learn.*
- *Provide teacher recommendations demonstrating respect, cooperation, and leadership in the classroom.*

Students may be selected for SLC membership who do not meet the above requirements and will be placed on a probationary contract with the understanding they will meet the above within a time to be determined between the SLC Officers and the SLC Faculty Advisor or will face replacement.

Section 6. Grading Policy of the SLC

Student Leadership Council is considered a five-unit class by LALA. All students who are members will be graded using the school's letter-grade system. A grade of 69% or below is classified as a Fail. SLC members will be graded based on the following criteria:

- *Participation in their respective committees*
- *Cooperation in and commitment to their various responsibilities and activities*
- *Design, implementation, and fulfillment of projects and programs*
- *Representation as a SLC officer and/or member in the school community*

Article VI

Powers and Duties of the SLC

Section 1. Powers and Duties

- A. Examine the SLC Constitution, understand its content, and observe and apply it as its governing document. Amend the SLC Constitution on an annual or as needed basis.*
- B. Approve the yearly budget for the SLC with periodic audits as necessary.*
- C. Fulfill vacancies of SLC offices following the bylaws and procedures stated in the election process.*
- D. Assign jurisdiction to committees in the event of dispute over responsibilities.*
- E. Maintain communication between students and administration on matters concerning the efficacy of operation of the SLC.*

Section 2. Meetings

- A. All meetings shall be chaired by the President and the Vice President of the SLC. In the event of their absence, the Secretary or Treasurer(s) shall assume such role.*
- B. All meetings are to be conducted in accordance with the bylaws of the Constitution.*
- C. The officer in charge of each meeting is responsible for protecting the rights of all members to voice their opinion on issues under discussion.*
- D. All members of the SLC shall have one vote on motions pending with a majority rule.*

Article VII

SLC Officers

SLC Officers shall be comprised of President, Vice President, Secretary, and Treasurer(s).

Election of these officers will take place in spring of the current school year with a school wide election. All officers serve a full school year term.

Section 1. President

A. Duties and Responsibilities

- 1. Abides by all procedures and bylaws as stated in the SLC Constitution.*
- 2. Represents the SLC and/or student body at all school-related meetings or events involving or needing the representation of the SLC.*
- 3. Meets with committee chairs on a weekly basis.*
- 4. Constructs lesson plans related to leadership.*
- 5. Ensures, along with Treasurers and Principal, that budgets and accounts are correct and up-to-date.*
- 6. Conducts monthly meetings with the Principal.*
- 7. Oversees school and SLC events calendar.*
- 8. Maintains communication with school stakeholders.*
- 9. Maintains close communication with SLC Faculty Advisor.*
- 10. Participates in any disciplinary action necessary involving SLC members.*

Section 2. Vice President

A. Duties and Responsibilities

- 1. Abides by all procedures and bylaws as stated in the SLC Constitution.*
- 2. Assumes duties and responsibilities of President if and when President is unable to fulfill such duties and responsibilities.*
- 3. Assumes the Office of President in the event that office is vacated for any reason.*
- 4. Oversees committees and committee chairs who report in turn directly to the Vice President.*
- 5. Acts as liaison between SLC and School Parent Coordinator and parents.*
- 6. Represents the SLC and/or student body at all school-related meetings or events involving or needing the representation of the SLC.*
- 7. Ensures, along with President, Treasurers, and Principal, that budgets and accounts are correct and up-to-date.*
- 8. Coordinates with Secretary to maintain and ensure adequate record-keeping of all SLC-related business.*

Section 3. Treasurers (2)

A. Duties and Responsibilities

1. *Maintain SLC and grade level budgets.*
2. *Oversee operations, bookkeeping, and accounting for all sources of revenue related to the SLC.*
3. *Schedule meetings with Principal and Officers as necessary.*
4. *Oversee all fundraising activities and events.*
5. *Work closely with Vice President to provide account statements to Parent Committee.*

Section 4. Secretary

A. Duties and Responsibilities

1. *Chairs the Communications Committee comprised of members of the SLC and Grade Level Representatives.*
2. *Carries out all necessary correspondence for the SLC, including weekly emails to school community and monthly publication in school newspaper.*
3. *Works closely with all SLC Officers and committees on communication issues*
4. *Records SLC meeting notes.*
5. *Assists in the Elections process.*
6. *Administrates SLC meetings when President and Vice-President are absent.*
7. *Coordinates and maintains all SLC records and the archiving of such records.*
8. *Coordinates agendas for SLC meetings.*
9. *Copies all documentation related to SLC business.*
10. *Coordinates SLC newsletter for electronic distribution and publication in the school newspaper.*
11. *Provides back-up files.*

Section 5. Candidacy and Campaign Requirements for Election of SLC Officers

A. Candidacy Requirements

- *President*
 - *Senior for the year they will serve.*
 - *Active member in SLC for at least one year.*
 - *GPA of 3.0 or above.*
 - *In good standing with LALA Disciplinary and Attendance policies.*
 - *A willingness to serve the LALA SLC, student body, and the Lincoln Heights community.*
- *Vice President*
 - *Senior for the year they will serve.*
 - *Active member in SLC for at least one year.*

- GPA of 3.0 or above.
- In good standing with LALA Disciplinary and Attendance policies.
- A willingness to serve LALA, the SLC, student body, and the Lincoln Heights community.
- A willingness to serve as SLC President should the need arise.
- *Treasurer(s)*
 - Upcoming junior or senior and enrolled in LALA for not less than six months.
 - GPA of 3.0 or above.
 - In good standing with LALA Disciplinary and Attendance policies.
 - Strong math and bookkeeping ability.
 - Familiarity and willingness to learn Microsoft Excel or comparable program.
 - Strong teacher recommendation.
- *Secretary*
 - Upcoming junior or senior and enrolled in LALA for not less than six months.
 - GPA of 3.0 or above.
 - In good standing with LALA Disciplinary and Attendance policies.
 - Strong communication, organization, and language skills.
 - Ability to take notes and keep records.
 - Strong teacher recommendation.

All potential candidates must follow guidelines and procedures as outlined under Article VIII - Committees, Section 6. Elections Committees, in order to become eligible as candidates and run for office in the school wide election in the Spring Semester. Failure to do so will result in removal from the candidate and election process.

Section 6. SLC Officers-Elect

All SLC Officers elected in the general school wide election are to be sworn in at a special assembly before the entire LALA community one to two weeks following the election. At this swearing-in ceremony, SLC officers will offer the following pledge:

I, _____, as _____ of the Student Leadership Council for [School Year], do solemnly swear to abide by the policies and bylaws of the Constitution of the Student Leadership Council of Los Angeles Leadership Academy, the school, and the Constitutions of the State of California and the United States of America. I vow to serve to the best of my ability and to dedicate a school year of service to the improvement, empowerment, and enlightenment of all LA Leadership students - to help develop them and myself as a Scholar, Creator, and Activist in the name of social justice and academic excellence for all. Upon these words I do swear this day, [Month, Day,

and Year].

Officers-Elect will assume the duty of their office beginning at the end of the last day of the current calendar school year and complete their service on the same day of the following school year.

Section 7. Voter Eligibility

A. All students who attend Los Angeles Leadership Academy are eligible to vote.

Article VIII

SLC Committees

The SLC is comprised, along with its officers, standing committees established to fulfill the duties and responsibilities of the council and to serve the general student body. Each committee has its respective purpose, structure, and policies. Each of these committee nominates and elects a chairperson or persons to direct their respective committee. Membership in these committees is comprised of SLC members. However, committees may incorporate students outside of the SLC as adjunct members of that committee if necessary or desired.

Sub-committees are formed by need and may fall under the supervision and be comprised of SLC members from the standing committees as well as comprise students outside the SLC. The necessity, purpose, and longevity of such committees will be determined by both its members, officers and members of the SLC, and the SLC Advisor.

Section 1. Advisory Committee

Purpose: Advisory Committee comprises the membership of SLC students and uses the school's advisory system, along with the respective Grade Representatives and their Grade Level Councils, to communicate and coordinate with the school wide school community as a means for greater representation and influence of and by the general student population in the matters and business of the SLC as a whole. Advisory Committee will coordinate the election of one student from each Advisory to be either appointed or elected to report to the committee and the SLC regarding matters pertinent to the promotion and well-being of the school's student culture.

Section 2. Beautification/Recycling (B/R) Committee

Purpose: B/R Committee functions to engage all stakeholders in understanding the importance of and in the maintenance of a school environment that is conducive to learning and reflects the civic pride of the SLC and the school as a whole. The committee will create, coordinate, and execute, with administration, teachers, students, and parents, projects designed to improve and enhance the school's physical environment and in turn promote academic excellence and the

values of a socially just community. Additional responsibility is to organize and maintain a school wide recycling program in order to keep LALA clean and green and to develop environmental stewardship among all students in an effort to promote social justice.

A. Structure of Committee

1. B/R Committee is comprised of students in the SLC interested in the promotion of a clean and environmentally conscious and active school. Two members or co-chairpersons will be responsible for chairing committee meetings, recruiting, and planning events and pickup of recycling. The committee members (at least four including the chairpersons) are responsible for the coordination of recycling by advisory classroom, pickup of that recycling, oversight and maintenance of the schoolwide program, and promotion of recycling awareness among administration, faculty, staff, and the general student body. The committee may also be comprised of students outside of the committee and the SLC itself.

B. Duties/Procedures

- 1. Chairperson coordinates all activities of the committee within the committee itself and the school-at-large.*
- 2. Co-Chairperson records and disseminates information related to committee events and activities and share this information with the SLC.*
- 3. All remaining members, including the two core members, will plan and promote events, and maintain the school wide recycling program.*
 - Each member is responsible for upholding the recycling plan given to the school and recycle from the big recycling bins every day or as needed.*
 - Every month there will be a recycling turn in of bottles, cans, glass, and other materials to one of the community recycling centers. Two members, will accompany the SLC Advisor in the school van to the recycling center.*
 - Once monthly recycling is completed, all redemption monies collected will be counted and documented for deposit to the bank.*

C. The School Wide Recycling Plan

- Once a month, each Advisory appoints a student to remove recycling from the classroom and deposit in the recycling containers on each floor.*
- Each student will receive four hours of community service for fulfillment of this duty.*
- B/R Committee is responsible for the emptying of the recycling bins into the curbside containers found in the school parking lot on a regular and consistent basis.*

Section 3. Civics Committee

Purpose: Civics Committee works to promote and develop social justice, student activism, and a civically conscious SLC and student body. The committee coordinates with students, teachers, and administration to create, advance, and maintain a structured support system for the academic and social success of the student body of LALA. Duties and responsibilities may include but are not limited to: student academic and behavioral mentoring, Honor Council (academic honesty), Staff-of-the-Month, community service hours program, coordination and oversight of school wide elections, general improvement of student campus life and learning.

A. Structure of Committee

1. Chairperson

- Chairs the Civic Committee and acts as spokesperson between committee, SLC, and school administration.*
- Organizes and facilitates committee meetings.*
- Ensures committee members fulfill their responsibilities.*
- Coordinates with committee on projects and short and long term goals.*

2. Co-Chairperson

- Shares responsibilities of chairperson.*
- Facilitates meetings and assumes responsibilities of chairperson when absent, unable to assume duties, or removed from that position.*

3. Secretary

- Records and distributes minutes of Civics Committee activity to SLC Secretary.*
- Maintains records of all activities and projects generated by the Civics Committee.*
- Maintains Civic Committee calendar and coordinates the calendar with SLC Secretary.*

B. Duties and Responsibilities

- All duties and responsibilities of the Civics Committee arise out of the need to promote social justice among the student community and culture and shall be executed on an as needed basis. These duties and responsibilities shall include, but are not limited to, promotion of a healthy and delicious school lunch program, a clean and safe school, coordination of school wide SLC student elections, academic honesty, and fair and just representation of all students by students.*
- Committee coordinates and maintains the Staff of the Month Award. The purpose of this program is to celebrate recognition for the faculty and staff at Los Angeles Leadership Academy on a monthly basis at school wide assemblies.*

Section 4. Communications Committee

Purpose: The goal of the Communications Committee is to maintain clear communication between students, teachers, administration, staff, and parents.

A. Structure of Committee

1. Chairperson (SLC Secretary)

- Communicates with necessary parties of the school community either in person, email, school newspaper, Facebook, etc., regarding SLC activities, events, and projects.*
- Establishes communications systems between the SLC, all standing committees, and school stakeholders.*
- Maintains and responds to the Communications Committee email on a daily and ongoing basis.*
- Coordinates and communicates SLC business with Parent Outreach Coordinator, parents, and members of the Parent Committee.*
- Extends influence and outreach of SLC throughout school community.*
- Records and maintains all issues for consideration for amendment in the SLC Constitution.*

2. Committee Members

- Work with Chairperson to maintain and improve communication between SLC, its various committees, and the school community-at-large.*

Section 5. Constitution Committee

Purpose: The committee shall meet annually or as determined by the committee members and the SLC Advisor to discuss and implement amendment of the SLC Constitution for the respective upcoming school year. It is recognized that the SLC Constitution is a living document and is subject to amendment according to the needs and requirements of both the SLC and the student body. All items suggested for amendment shall be recorded and documented by the SLC Secretary/Communications Committee Chairperson. All amendments require review and revision by the SLC Faculty Advisor in conjunction with the committee before being passed by the required majority vote of the SLC membership.

A. Structure of Committee

- 1. Committee will be chaired by the SLC Secretary/Communications Committee Chairperson, with the assistance of the SLC Advisor, will appoint additional SLC members to sit on the committee.*

B. Meeting of Committee

- 1. Committee shall meet in the spring of each school year at a time to be determined in order to begin and facilitate the amendment process. Articles*

and/or sections under consideration for amendment will be reviewed, discussed, and agreed upon by the committee members, SLC membership and the SLC Advisor.

Section 6. Elections Committee

Purpose: The Elections Committee oversees school wide elections for SLC officers and grade representatives and maintains the overall integrity of the election process. The committee is comprised of one chairperson and co-chairperson if desired and/or required and committee members. Duties and procedures to include but are not exclusive to: 1) determination of the date of school wide elections, 2) the solicitation of potential candidates, 3) distribution, collection, review, and approval of all candidate applications, 4) oversight of the election campaign, 5) oversight and integrity of voter polling place, 6) verification that 100% of student body has been provided the opportunity to vote, 6) tallying of votes by two committee members with supervision, verification, and approval of the SLC Advisor, and 7) provision of election results to administration and school community.

Election Process:

- A. The Election Committee begins the candidate application and vetting process one month prior to the beginning of the campaign season.*
- B. All candidates must meet the requirements as stipulated in the SLC Constitution for their respective positions in order to qualify for approval and may only begin their individual campaigns upon approval of the Elections Committee members as a viable candidate. The Committee will announce the final list of candidates to the school community via advisory announcement or over the school's public address system.*
- C. Campaign season will be for a period of not less than two weeks. This will include campaign speeches from each of the candidates to be delivered at a school wide assembly one to two days before the school wide election.*
- D. The Election Committee and SLC Officers will oversee and monitor the integrity of the polling place on Election Day, to ensure that the election is fair and each student is given the power of one vote. All students must vote.*
- E. Students in absentia will have two days following the election to vote.*
- F. Votes will then be counted by two Elections Committee members and the SLC Vice President with the oversight of one faculty member and administrator to maintain the vote count's integrity. All votes must be counted, verified, validated five times, and match each respective party's vote count.*
- G. Results of the election will be announced via Advisory or by public address announcement to the school community within one week or five days of the election.*

Section 7. Events Committee

Purpose: The Events Committee oversees the planning, publicity, staffing, and staging of school wide events intended to promote a healthy and safe social environment, a sense of school pride, and to raise monies for any and all graduating classes at the school, benefitting the school community-at-large.

A. Structure of Committee - Committee positions are by nomination and election of committee membership.

1. Committee Chairperson

- Facilitates all committee meetings.*
- Coordinates with Fund Raising Committee.*
- Communicates with SLC officers and membership regarding committee planning and scheduling.*
- Oversees and attends all events.*
- Ensures events are properly staffed by committee members, administration, faculty, staff, and parents.*

2. Co-Chairperson

- Assists Committee Chairperson with all duties and responsibilities.*
- Replaces and assumes duties and responsibilities of Chairperson when unavailable.*

3. Events Committee Secretary

- Keeps records of all school year events and committee meetings.*
- Organizes and coordinates Google calendar with SLC officers and secretary, Communications Committee, and administration.*

B. Duties/Procedures

1. Coordinates, plans, and stages events to include but not limited to:

- Coordinating Kickoff, i.e., Annual Day-At-The-Park*
- Recognition Events*
- School Dances*
- Cesar Chavez Day of Service*
- Charity Fund Raising & Events (Adopt-A-Family, Canned Food Drive, Pennies For Patients, School-On-Wheels) which may include the participation of members outside the Events Committee.*
- Coordinates & Oversees all SLC member charity & fund raising activity.*

2. Works in cooperation with Fundraising Committee, Parent Committee, and Parent Outreach Coordinator to coordinate funding, scheduling, input, and participation.

3. *Coordinates and oversees planning, staffing, execution, and accountability for all events emanating out of the SLC.*
4. *Provides End Of Year Report to the SLC on the school year's activities. The report includes recommendations for the future operation and improvement of the Events Committee.*

C. Expenses

1. *The Fundraising Committee, not the Events Committee, provides budget expenditure reports.*

Section 8. Fundraising Committee

Purpose: The goal of the Fundraising Committee is to raise money for specific class-related activities (School Prom), school events, field trips, and community development, etc. There will be at least two fundraising events per semester, where profits go to an outside organization. This commitment supports the social justice agenda of the school's charter and extends the SLC's influence and concern beyond the immediate school community and its needs.

A. Structure of Committee

1. *Committee Chairperson and Co-Chairperson (Leadership Council Treasurers) and committee membership. Chairperson and Co-Chairperson are and will be responsible for the coordination of all fundraising activities and events and coordinate such events and monies with the Events Committee Chairpersons and members, the SLC Treasurers, and the SLC Secretary.*

B. Duties/Procedures

1. *In cooperation with SLC officers and Events Committee, fundraising events will be scheduled according to the needs and requirements of each specific grade with particular emphasis on the senior class, given the need to fund prom and other senior events related to graduation. Events are to be planned based on the motivation and goals of the individual grades and their students.*
2. *Committee works closely with Treasurers to ensure monies fundraised are deposited to the bank accounts of their respective classes (senior, junior, etc.).*
3. *Committee creates both tally sheet and/or back-up accounting sheet for respective fundraising event as needed to ensure proper accounting and deposit of funds.*
4. *Committee works closely with SLC Parent Committee, parents themselves, and Parent Outreach Coordinator to plan and execute fundraising events.*
5. *Fundraising Committee will organize at least two fundraisers a semester for an outside organization with 100% of profits to go to that organization.*
6. *Ideas for fundraising events will be presented to the committee and approved*

by the Fundraising Committee, SLC Advisor, and administration.

Section 9. Parent Committee

Purpose: The Parent Committee is comprised of SLC members and works in cooperation with the parents, Parent Outreach Coordinator, Fundraising Committee, and Events Committee to involve, coordinate, and execute a cooperative and productive relationship between parents and the various activities of the SLC. This committee communicates directly with parents interested and involved in fundraising, events coordination, and planning, and any other activities that promote a healthy and involved relationship between the student community and parents interested in promoting that community. Committee members also actively recruit parents. Committee appoints one member to act as liaison between itself and parents. Parent Committee members report directly to the SLC Vice President.

Section 10. School Pride Committee

Purpose: The School Pride Committee promotes, coordinates, and maintains all items and activities related to developing and promoting in the academic and social quality of life at LALA. These activities include, but are not limited to, the promotion and maintenance of school pride items, i.e., t-shirts, sweatshirts, hats, banners, pennants, etc., that contain the name, colors, logo, mascot, and slogan of LALA among the school community. Committee members work closely with the Civics, Events, and Fundraising, and Parent Committees to promote the creation and sale of these items.

Article IX

Advisory Representatives, Grade Level Representatives, and SLC Liaisons

The SLC represents the entire student community of LALA. In an effort to promote such representation in order to be responsive to the needs of this community, and to advance those needs in the form of positive student advancement, Advisory Representatives, Grade Level Representatives, and SLC Liaisons have been established to represent the needs of both the SLC and the various stakeholders of the school's student community. These representatives and liaisons play a vital role in the healthy relationship and function of the SLC and school as a whole.

Section 1. Advisory Representatives

Purpose: Advisory Representatives represent the dynamic and vital institution of LALA's Advisory system and are responsible for reporting the concerns of their respective advisories to the SLC and its Advisory Committee. Representatives are elected by the Advisory and serve a

one-month term in order to provide an opportunity for as many students as possible to represent their respective advisories and their needs and concerns. Representatives report directly to the Advisory Committee at their monthly meeting. In turn the Advisory Committee reports any and all needs and concerns to the SLC and its members, who in turn decide on a course of action related to those needs and concerns.

Section 2. Grade Level Representatives

Purpose: Grade Level or GL Representatives promote the democratic representation and student voice of all classes and grades in the SLC. Being representative of their respective grades, these students speak to the concerns of their individual grade levels on a regular and ongoing basis throughout the school year. The role of the GL Representative is to communicate any concerns or problems present in the student body of their respective class. Therefore, the GL Representative will be responsible and held accountable for relaying any and all issues, questions, and concerns pertinent to their representative class. Each will act as a liaison between their class and the SLC. The GL Representative will plan grade level meetings with the SLC, commit themselves to their and their classmates' academic excellence, speak to their respective class as that class's sole representative, and organize. GL Representatives are responsible for the appointment of a Grade Level Council comprised of at least five members who represent that grade and who meet on a regular and ongoing basis throughout the school year. The GL Representative meets with the SLC Officers, the other GL Representatives, and the SLC Advisor before and after the once-a-month grade level meetings. Each GL Representative reports directly to the Vice President on a regular and ongoing basis and those representatives and officers meet as needed or as agreed.

GL Representatives are elected by their respective grade level classmates and serve a term of one full school year. Ninth grade GL Representatives are elected by their respective grade level classmates at the first quarter or ten-week mark of Fall Semester of each school year.

Representatives and SLC Officers will be selected in the annual school wide election held in Spring Semester.

A. Selection Process

- 1. GL Representatives must apply for their position and submit application to the SLC Elections Committee for review and approval. Application process will begin one month prior to the school wide election.*
- 2. GL Representative candidates are required to have a Grade Point Average or GPA requirement of 2.5 or higher.*
- 3. GL Representative candidates must be in good standing with LALA and its disciplinary policies.*
- 4. Upon election, the following GPAs for GL Representatives are required and to*

be maintained for each grade level: 3.0 GPA for seniors and juniors, 2.8 GPA for sophomores, and 2.5 GPA for freshmen. GL Representatives need to seek tutoring support in the event their GPA falls below the requirement.

B. Duties/Procedures

- 1. GL Representatives will maintain membership in the SLC. They will be full functioning members in addition to assuming and executing the duties of their positions. In addition, the Grade 9 Level Representative will be an SLC member and attend Leadership Council, schedule permitting.*
- 2. GL Representatives report directly to the Vice President.*
- 3. GL Representatives will be responsible for the solicitation of applications and appointment of five (5) of their grade level members to sit on a Grade Level Council and to serve for a term of one year. The appointment of these council members is to be filled by the end or completion of the current school year.*
- 4. GL Representatives will also work in accordance with and alongside Advisory Representatives as those students most closely involved with the needs and concerns of the general student body.*
- 5. Works closely with Fundraising Committee as necessary.*

C. Removal from Office

- 1. GL Representatives who fail to complete the responsibilities of their position can and will be replaced upon the advice and decision of the Vice President, SLC, and the SLC Advisor. Replacement will follow necessary application, interview, nomination, and appointment procedures and occur in a timely manner so as not to impede the business of the GL Representatives.*

Section 2. Liaisons

Purpose: Liaisons fulfill the role of serving as the primary line of communication between the SLC and the various stakeholders in the school community. Liaisons are appointed by the SLC Officers and/or the SLC Advisor or may become liaisons on a voluntary basis. Liaisons will serve a full school year and can be created or released on an as needed basis. Liaisons may be SLC members or come from the general student body.

A. Description of Liaisons

- 1. Liaison to the Executive Director & Board of Directors*
- 2. Liaison to the Principal and Assistant Principal (SLC President and Vice President)*
- 2. Liaison to LALA Primary Academy*

3. *Liaison to LALA Middle school*
4. *Liaison to the Teachers*
5. *Liaison to the LALA Staff*
6. *Liaison to the Lincoln Heights community-at-large (SLC President and Vice President, who in turn coordinate monthly community service outreach projects)*

B. Duties/Procedures

1. *Communicate with their assigned entity then establish and maintain that communication between their assignment and the SLC.*

C. Selection Process

1. *SLC members who are either appointed by SLC Officers or who volunteer for the position.*

Article X

SLC Operational Policies & Bylaws

Section 1. SLC Attendance Policy

- A. *All SLC members are to maintain regular attendance, not only in the SLC but in their academic classes.*
- B. *All SLC members may receive excused absences for religious holidays, sports games, out-of-town activities, and absence(s) during school as approved by the LALA front office and administration.*
- B. *All absences and tardies must be excused.*

Section 2. Conduct Policy

- A. *Any SLC member may be removed at any time for the following reasons:*
 - *Failure to perform assigned SLC duties.*
 - *Behavior not in accordance with SLC policies and bylaws.*
 - *Behavior deemed not representative of a leader or role model for the school community.*
 - *Poor academic standing.*
 - *Issues related to chronic truancy or tardies.*
 - *Violation of the disciplinary policies as stipulated in the LALA Parent and Student Handbook.*

SLC members who violate any of the policies above will either be considered for removal, placed on a probationary period, or removed from the SLC either by vote of the entire council, its officers, and/or the SLC Advisor.

- B. *The member in question may appeal his/her removal from the SLC, which will require*

meeting with all members of the SLC in order for his or her case to be reviewed and to be reconsidered for membership.

C. No SLC member removed from the SLC shall be allowed to remain in the SLC and will need to be replaced.

D. Replacement of any member will follow the same procedure as that outlined under Article V - Organization of the SLC as outlined under Sections 3 and 4. Replacement must be completed within five days of the departure or removal of the member.

Article XI

Initiative, Recall, Impeachment, and Replacement of SLC Officers

Section 1. Initiative

A. By a written proposal, one-third of the SLC members have the right to request the removal of a member. SLC, its officers, and the SLC Advisor shall take immediate action when a petition is submitted.

Section 2. Recall

A. Any officer can and shall be subjected to a recall vote for any behavior or action deemed unsuitable to an officer as outlined in the SLC Constitution or deemed unfit by the SLC membership.

B. Before the recall vote, the officer in question shall be given the opportunity to speak before the SLC.

C. A majority vote is required to remove an officer.

Section 3. Impeachment

A. SLC officers, upon petition of one-third of the council can and shall be subjected to impeachment.

B. Upon impeachment, the officer arraigned must appear before a meeting of the SLC, its officers, and advisor to hear all charges brought forth. At this time, the officer will be given the opportunity to defend such charges in order to remain in their office or the SLC.

C. Upon completion of the testimony of both the SLC and the officer being charged, a vote will be cast requiring a majority of SLC members in order to remove the officer.

D. Before the final vote, the officer being impeached shall be given an opportunity to speak before the SLC.

E. Upon majority vote, officer will either be removed or remain in the SLC.

F. No officer removed from their office may remain in the SLC.

Section 4. Replacement

A. An SLC membership of 30 members is required at all times. Officers and members who either leave the SLC or are removed must be replaced.

B. No more than five days and not to exceed five days after the departure or removal of an officer, SLC is required to select and replace, through the application and interview process, a person to fill the vacant officer or member position.

C. In the case of the replacement of the SLC President, the Vice President will replace the position.

D. In the case of the replacement of the Vice President, one of the two Treasurers will replace the position upon vote of the SLC.

E. In the case of the replacement of one or both Treasurers, a member or members of the SLC may replace that position by process of application, nomination, and appointment by the SLC membership and advisor.

F. In the case of the replacement of the Secretary, a member of the SLC may replace that position by process of application, nomination, and appointment by the SLC membership and advisor.

**Los Angeles Leadership Academy High School
2013 - 2014 Ratification of the SLC Constitution**

On this day, Month/Day/Year, we the current and future officers of the Student Leadership Council, by signing below, understand that the policies and bylaws stated within this document are the law of the land. We promise to abide by and follow these policies to the best of our ability as representatives of the greater student body and as stewards for a better, more productive school environment for all. We understand this Constitution represents and provides a set of guidelines for our being the best students and leaders we can be for our fellow members, students, teachers, administration, staff, our families and the Lincoln Heights community. We understand by signing this Constitution into law, we promise to use this document to promote the qualities of leadership, social justice, and college preparedness to and for all students for their future success and well being.

2012 - 2013 SLC Officers

2013 - 2014 SLC Officers

Isabel Fong, President

Oscar Pena, President

Jose Martinez, Vice President

Jesus M. Martinez, Vice President

Bany Guardado, Treasurer

Selenah Martin, Treasurer

Dominique Reed, Treasurer

Diana Toj, Treasurer

Joy Woo, Secretary

Evelyn Thomas, Secretary

Mark L. Campbell, SLC Advisor

Glossary of Constitutional Terminology

- 1. article - an item, point, or particular in a formal agreement **
- 2. amendment - an alteration or addition **
- 3. bylaw - a standing rule governing the regulation of an entity's internal affairs **
- 4. jurisdiction - the right, power, or authority to administer justice **
- 5. liaison - a contact or connection maintained by communications in order to ensure concerted action, cooperation, etc. **
- 6. oversight - supervision **
- 7. policy - an adopted course of action **
- 8. preamble - an introductory statement **
- 9. ratification - the act of confirming **
- 10. stakeholders - all parties or individuals who hold a vested interest*
- 11. vetting - the process of conducting a background check before offering someone employment or position*

** definition courtesy of Dictionary.com*