

**CityWide Student Leadership Board  
Minneapolis Public Schools  
Constitution DRAFT 2018**



# CityWide Student Leadership Advisory Board Constitution

Minneapolis Public Schools

DRAFT 2018

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## Article I: Name

Section 1: The name of this organization shall be **CityWide Student Advisory Board (CSLAB)** of Minneapolis Public Schools.

## Article II: Purpose

Section 1: **VISION**

- Every student voice is heard and prioritized.

Section 2: **MISSION**

- We are a diverse embodiment of student voice that provides counsel to adult leaders.

## Article III: General Assembly

Section 1: Membership

- Open to all MPS high school students.
- Voting members consist of 2 representatives from each of the high school programs (Edison, FAIR, Henry, Heritage, North, Roosevelt, South, Southwest, Washburn, Wellstone, Longfellow, Harrison, Transition Plus, Contract Alternative Programs (CAP))

Section 2: Selection/Term

- All CityWide general assembly members shall serve a term of 2 academic years; year one as General Assembly representative, year two as Executive Board member.
- Starting school year 2017-2018 General Assembly members will be selected via application of eligible students to General Assembly and Executive Board members of their respective school. Executive Board and General Assembly members will review applications and incoming General Assembly member will be appointed by Executive Member of their respective school.
- Membership Recruitment Recommendations: It is our hope that CSAB will represent the populations of the schools and the overall population of the MPS district. While recruiting, keep in mind the need for diverse perspectives, especially those of underrepresented groups and individuals.
  - Differing perspective considerations (not exclusive to the following):
    - Race
    - Gender
    - Socio-economic status
    - School grade
    - Sexual orientation
    - Physical ability
  - Cumulative GPA requirement (2.0): CSAB is chartered and funded by the MPS district and as such is a co-curricular activity (Policy 5560)
  - Eligibility will be determined in collaboration with advisor(s) (*see Article VIII*)

Section 3: Responsibilities

General Assembly members will attend a retreat, all general assembly meetings (9 times a year: Ideally, Davis Center hosts for first and last General Assembly Meeting, 7 major high schools host meetings 2<sup>nd</sup> – 8<sup>th</sup>), and will attend Executive board meetings in absence of Executive member.

- Collect feedback from schools
- Participation in at least one committee, maximum of three committees
- Support creation of yearly priorities
- Business casual attire to all General Assembly meetings and Executive Board meetings if attending in Executive Board member's absence

#### **Article IV: Executive Board:**

Section 1: Membership (Must have at least 11 members)

- 15 representatives: Current Student Board Representative, 13 representatives: 1 from each high school (Edison, FAIR, Henry, Heritage, North, Roosevelt, South, Southwest, Washburn, Wellstone, Longfellow, Harrison, Transition Plus), 1 representative from Contract Alternative Programs (CAP).
- First year, members will be selected via nomination through outreach to student leadership groups at each site.
- The term of office for an Executive Board member shall be one academic year.
- Executive Board members must be in good academic and disciplinary standing with Minneapolis Public Schools. (Policy 5560)
- The Advisor(s) shall be a non-voting member.

Section 1a: Role of Student Board Representative

- The Student Representative serving in the respective calendar year shall finish out their term and serve as a mentor to the incoming Student Representative.

Section 2: Responsibilities

- Assure that every committee is chaired by an Executive Board member
- Attend all General Assembly and Executive Board Meetings
  - Must coordinate with General Assembly member to attend in absence
  - Can only miss up to two Executive Board meetings
- Maintain high level of efficacy and etiquette: these will be determined and/or revisited at retreat in the beginning of each academic year
- Maintain office hours regularly throughout academic year
- Business casual/professional attire (no jeans) to all Executive and General Assembly meetings
- Have fulfilled the duties and responsibilities of General Assembly Members for one year prior to appointment

#### **Article V: Officers**

Section 1: Officers

- President, Vice President, Keeper of Minutes (1), Public Relations (2), Recruitment and Retention (2), Events Coordinator

Section 2: Officer Duties: All officers will be responsible for training their successor

- A. The duties of the President shall be:

- a. Delegation of authorities
  - b. Preside over meetings
  - c. Communicate with committee chairs at least once a month
- B. The duties of the Vice President shall be:
- a. Fulfills presidential roles in absence of President
  - b. Management of committee chairs
  - c. Collaborates with Keeper of Minutes to create meeting agendas
  - d. Set Executive and General Assembly meeting dates to be approved by Exec board
- C. The duties of the Keeper of Minutes shall be:
- a. Time management of meetings and agendas
  - b. Works with President to maintain proper time management of meetings
  - c. Uploading minutes after culmination of each meeting
- D. The duties of the Public Relations Coordinators shall be:
- a. Press releases in collaboration
  - b. Maintain social media outlets
- E. The duties of the Recruitment and Retention Coordinator shall be:
- a. Making sure CityWide has balanced voices and is a “diverse embodiment” under advisement of CSAB advisor(s)
  - b. Constantly searching for ways to reach a broader range of students
  - c. Ensures events are inclusive
- F. The duties of the Events Coordinator shall be:
- a. Coordinates CityWide events approved by General Assembly
  - b. Assists Recruitment and Retention Coordinator to ensure events are inclusive

**Article VI: Officer Election and Member Removal**

Section 1: Officers will serve a one year term consistent with their Executive Board term. Elections of officers will occur at the same time incoming General Assembly members are being appointed with the exception of school year 2017-2018.

Section 2: Officer elections will consist of the following process at first appropriate General Assembly Meeting

- A. Nomination and second by Executive Board Members
- B. Officers appointed by majority vote of all General Assembly members present (Student Board Representative as tie-breaker vote)

Section 3: In the event an *officer* is judged to be deficient in their duties (as determined by a unanimous agreement of the remaining executive officers and advisor(s)), they may be removed by a two-thirds vote of the active organization membership. The advisor(s) shall oversee the process of removal from office.

Section 4: In the event a General Assembly member is judged to be deficient in their duties (as determined by a unanimous agreement of the remaining executive officers and advisor(s), they may be removed by a two-thirds vote of the active organization membership. The advisor(s) shall oversee the process of removal from CSAB.

Section 5: Resignation of Executive or General Assembly Member

- G. Formal notification to Executive Board in the form of a typed or hand written letter

Section 5: Personal Leaves (Two consecutive months)

- H. Communicate any length of leave with advisor(s) and president
- I. If personal leave reaches two consecutive months officer title will be removed pending return and re-confirmation of the executive board

## **Article VII: Committees**

Section 1: Standing committees (policy review, community engagement, PR/communications, legislative agenda/lobbying). Year 1 standing committees would be determined by Exec Board members. Minimum of three members required. Executive members and General Assembly members can be a member of the committee per chair approval.

- A. Structure: Chair (1) – Executive Board Member, Ranking Member (1) – General Assembly member, and general committee members. Chair and ranking member are elected by nomination and majority vote. General committee members established based on voluntary commitment of fellow MPS high school students not serving on CSAB.
- B. Responsibilities of Chair
  - a. Picking dates for committee meetings
  - b. Report to President of Executive Board
  - c. Set clear and attainable goals (SMART: Specific Measurable Attainable Realistic Timely) for committee
  - d. Hold all committee members accountable for their work
  - e. Work closely and collaborate with Ranking Member
- C. Responsibilities of Ranking Member
  - a. Work closely and collaborate with Chair
  - b. Additional duties as assigned by Chair
- D. Responsibilities of general committee member
  - a. Volunteer time and talent to committee goals

Section 2: Ad hoc/special committees (eg. diversity and equity). Minimum of three members. Ad hoc committees will not be created until standing committees' member requirements are fulfilled.

- o Committee members would report back to General Assembly members to gain CityWide “stamp of approval”
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- c. Set clear and attainable goals (SMART: Specific Measurable Attainable Realistic Timely) for committee
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- C. Responsibilities of Ranking Member
  - a. Work closely and collaborate with Ranking Member
  - b. Additional duties as assigned by Chair
- D. Responsibilities of general committee member
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Section 3: Approval of public actions (Definition of public: more than 25 students, this does not include committee members)

- A. Any action that is feasible by more than 25 people needs to be approved by the General Assembly Members (Executive members and General Assembly members)

**Article VIII: Role of Advisor(s) (Student Engagement Program Coordinator/Co-Advisor)**

Section 1: Advisors will be the current Student Engagement Program Coordinator and voluntary co-advisor

Section 2: Roles of advisor(s) can be any/all of the following, but most importantly advisor(s) will serve as an adult advocate for CSAB youth and help them maintain focus on the vision and mission.

1. Mentor: Create a learning relationship based on modeling behavior, shared dialogue, and honest rapport with a desire to expose CSAB members to new experiences.
2. Liaison: If perspectives of CSAB and/or General Assembly districtwide are deemed in opposition to that of the MPS Board of Education or district administration, advisor(s) will continue to support students while providing them with various perspectives. *District understands and supports the advisor(s) in their role as student voice representative and there should be no repercussions for representing CSAB 's point of view within the confines of our role as a district employee.*
3. Team Builder: Facilitates formation of healthy group dynamic and environment in which students understand their strengths, areas of growth, work styles, and goals. Works with youth to help them establish relationships that enhance their ability to work together tactfully within their group and within the district.
4. Motivator: Maintains awareness of students' needs, wants, desires, and impulses and uses these insights to motivate students to create their desired goals.
5. Mediator: Work with students to resolve any conflict within the group or other district party. Advisors will remain as impartial as possible so as not to demonstrate bias. The ultimate goal will be a healthy compromise between parties.
6. Reflective Agent/Adjudicator/Evaluator: Facilitate and/or encourage youth to engage in activities that teach them how to make meaning of their experiences and accomplishments while respecting the perspectives of others.
7. Knowledge of Policy: Advisor(s) will be familiar with district policies that may affect CSAB at any point.
8. Strategist: Advisor(s) will provide guidance and teach strategies for completing project tasks in *collaboration* with student leaders. May assist as needed with meeting and event planning as needed.
9. Publicist: Promote participation in CSAB to students, staff and any other appropriate parties. Hold sufficient knowledge of organization and take pride in their role as an advocate for youth. Work to ensure that schools and district have a positive impression of CSAB.

10. Advocate: Prioritize amplification and importance of student voice within MPS district.

**Article IX: Meeting Procedure**

Section 1: Executive Board meetings and General Assembly meetings will generally follow Robert's Rules of order.

Section 2: Committee meeting procedures are unfettered and at discretion of chair but should be effective.

**Article X: Supremacy Clause:**

- The CityWide Student Advisory Board agrees to follow all Minneapolis Public Schools rules and policies under guidance of district advisors.

**Article XI: Non-Discrimination Clause**

- CityWide Student Advisory Board does not unlawfully discriminate against and no student will be excluded from membership or participation on the basis of the following characteristics: race, culture, color, creed or religion, national origin, gender, mental or physical ability, age, pregnancy, marital status, family structure, citizenship status, sexual orientation or affectional preference, gender identity or expression, economic status, veteran status, status with regard to public assistance, genetic information, activity in a social equity organization, intellectual proficiency, other protected classes under the Minnesota Human Rights Act.

**Article XII: Amendments & Ratifications**

Section 1: This constitution will be reviewed annually.

Section 2: The following process must occur for any amendments to this constitution.

- 2/3 General Assembly members vote to amend or ratify the constitution