

ELECTION GUIDELINES FOR EXECUTIVE OFFICERS

- I. ***Qualifications*** – you may become a executive officer if you meet the following requirements for the previous semester:
 - a. Have a “C” semester average with no “F’s” and no more than one “I” for the last six weeks preceding your candidacy.
 - b. Have an acceptable discipline record in the Principal’s office.
 - c. Have demonstrated the qualities of leadership and good citizenship.

- II. ***Expectations*** –Executive officers will be expected to:
 - a. Attend all meeting of the full student council.
 - b. Participate in activities and projects of Class Year and Student Council.
 - c. Attend an eligibility meeting concerning your responsibilities.
 - d. Maintain grade and conduct requirements from the time of election until your term ends.

- III. ***General Campaign Guidelines*** – you will have a period of time in which to campaign for your office. During this time you need to follow all guidelines:
 - a. All sign and campaign materials **must be approved** by Mrs. Chandler prior to display, and they must be school-appropriate and emphasize positive leadership.
 - b. Limit campaign materials to posters, flyers, and pins. ***No distribution of gum, candy, t-shirts, stickers, or other classroom distractions.***
 - c. Campaign material may be displayed beginning at 6:30am on Monday, May 4, 2009 and must be removed by 3:00pm, on Friday, May 8, 2009. **Any campaign materials visible or on display before or after these times will disqualify you from your candidacy.**

**Your application must be turned into Mrs. Chandler in the AP’s office
by 3:00 PM on Friday, May 1, 2009.**

DUTIES OF THE EXECUTIVE OFFICERS

Elected officers must make Student Council a priority. Those willing to take a major office should be dedicated to the position to which they were elected.

President:

1. Install Cabinet members with approval of the Executive Council and the sponsor.
2. Preside at all meetings and conduct meetings according to the Constitution and the rules adopted by the Student Council and the school administration.
3. Produce an agenda in cooperation with the Recording Secretary.
4. Perform all official customary duties pertaining to the office of the President.
5. Not vote, except in the case of a tie.
6. Hold Executive officer meetings weekly.

Vice-President:

1. Assist the president in his/her duties and perform the presidential duties in the president's absence.
2. Attend all meetings of Student Council.
3. Be in charge of all information concerning workshops and events, whether district, area, state, or national.
4. Be in charge of social relations and intra-school activities.

Recording Secretary:

1. Keep a membership file for absences, attendance, and merits.
2. Attend all meetings of Student Council.
3. Keep the minutes of all Student Council meetings.
4. Produce an agenda from Executive meeting decision.
5. Publish and post minutes of the meetings for the student body.
6. Record all accounts for a period of one year and these records will be placed on permanent file.

Corresponding Secretary:

1. Attend to, and keep on file, all written correspondence of Student Council.
2. Attend all meetings of Student Council.
3. Delegate responsibilities to club and/or organization representatives.
4. Keep in touch with the members of the Council about upcoming events and activities.

Treasurer:

1. Attend to all financial matters which come under the supervision of Student Council.
2. Ensure all matters are consistent with school regulations.
3. Attend all meetings of Student Council.
4. Give a financial report at each meeting.