

## **Student Council Officers**

Officers are elected by the student body for the positions listed below through the Carolina Springs Middle School (CSMS) Student Council (StuCo) election process. Below are the eligibility requirements and responsibilities of each position.

### *President*

- Eligibility: Rising 8th grade student
- Responsibilities:
  - Attend Executive Board of Officers (Exec Board) planning meetings monthly
  - Present an agenda for and run all general StuCo meetings alongside StuCo advisors
  - Represent StuCo and CSMS at all public occasions and StuCo events where feasible
  - Perform various responsibilities to ensure the success and completion of StuCo events
  - In collaboration with StuCo advisors, develop a year-long agenda
  - Represent CSMS as the school's voting delegate at SCASC events
  - Perform other responsibilities as delegated by StuCo advisors

### *Vice President*

- Eligibility: Rising 7th grade student
- Responsibilities:
  - Attend Exec Board planning meetings monthly
  - In the absence of the president, present an agenda for and run all general StuCo meetings alongside StuCo advisors
  - Represent StuCo and CSMS at all public occasions and StuCo events where feasible
  - Work alongside the president to perform various responsibilities to ensure the success and completion of StuCo events
  - Overseeing recruitment activities for the following school year
  - Succeed president for the following school year
  - Perform other responsibilities as delegated by the Exec Board and approved by StuCo advisors

### *Secretary*

- Eligibility: Rising 7th or 8th grade student
- Responsibilities:
  - Compile, maintain, and record notes for Exec Board and StuCo meetings
  - Compile, maintain, and record Exec Board and StuCo meeting attendance
  - Report any outstanding absences to StuCo advisors in accordance with the attendance policy
  - Review the meeting agenda and provide recommendations to maximize meeting effectiveness

- Perform other responsibilities as delegated by the Exec Board and approved by StuCo advisors

#### *Historian/Promotor*

- Eligibility: Rising 7th or 8th grade student
- Responsibilities:
  - Submit written reports and advertisements to weekly announcements
    - Reports and advertisements to include name of event, location, date and time, and brief description
  - Document all StuCo events through written reports, photographs, and/or video
  - Maintain and report weekly to StuCo social media account(s)

#### **Election Process**

Elections will be held in the spring, and officers will serve the following school year. The election process will contain three parts and be judged on a 100-point scoring scale.

#### *Application (34 points)*

- Students running for officer positions will complete an online packet linked on the CSMS website. The packet will contain–
  - A series of questions to be answered thoroughly.
  - Instructions for writing a letter of intent to the election committee detailing what your year in office will look like and what you intend to accomplish.
  - Additional questions to prepare for the interview panel.
  - Two teacher recommendation forms.
- Students will be scored 34 points on the application packet: one point for turning the application in completed and on time, and up to 33 points for the packet responses.

#### *Interview (33 points)*

- During the interview, students should be able to discuss their questionnaire responses and their letter of intent.
- The interview panel will consist of both StuCo advisors, one general education teacher, and a school administrator.

#### *Election (33 points)*

- Students will record a speech to be shared to the student body for viewing.
- The student body will vote for positions via Google form.
- Students will be given a point value up to 33 points based on the percentage of votes they receive during the election.
  - Example: A student receives 80% of the student body votes. That percentage is multiplied by 33 total possible points. 80% of votes = 80% x 33 points = 27 points

### *Appointment Process*

In the event of an unfilled position on the Exec Board, StuCo advisors can appoint general StuCo representatives to that position. They will be agreed upon at the next StuCo meeting.

### **Eligibility to Participate**

- All StuCo officers must maintain a C average or better in all courses to remain a member of the organization.
- All StuCo officers must regularly attend StuCo meetings.
- All StuCo officers who receive three or more referrals during the school year will be automatically terminated from their officer position, placed on probation as a StuCo member, and ineligible to hold an elected position during the next school year.

### **Probation**

- Officers who have two unexcused absences, fail to maintain a C average, or receive three or more referrals during a school year will be placed on probation.
- Probation consists of, but is not limited to, the inability to attend StuCo trips and conferences unless circumstances are approved by StuCo advisors in advance.
- Probation timeframes are determined by StuCo advisors based on the reason for probation.

### **Termination**

- Students who violate probation by having excessive absences, failing to maintain a C average for multiple grading periods, and/or receiving five or more referrals during a school year will be terminated from StuCo.
- Termination means the student will no longer be able to–
  - Continue serving on the Exec Board;
  - Represent the student's Base Camp;
  - Attend meetings, events, trips, or conferences;
  - Run for officer positions the next school year; and
  - Apply for membership the next school year.
- If an officer is terminated from their position, the position will be filled by a blind ballot election by StuCo representatives and approved by StuCo advisors.