

Contract for Student Council Representative

I _____ (Name) am running for the office of _____ in the _____ Form.

I understand that as an elected official:

1. I am expected to attend all Student Council meetings which take precedence over all other meetings.
2. I will attend all Student Council activities.
3. In the event that I miss three meetings, I will be removed from Student Council.
4. I am expected to follow all school rules and represent my class in a positive manner.

_____ Student's Signature

_____ Parent's Signature

This contract should be stapled to your statement and turned into the Upper School Office no later than 3:00pm on Monday, April 11th.

Student Council Elections

Election Procedures

1. Chapel announcement about upcoming Student Council elections will occur on March 16th, 22nd and April 11th.
2. Written statement prepared by April 11th. Statement should be no more than 200 words describing why a student should represent their class. Remember to put your name and the office you are running for on the top of the statement. Statements and contracts due to the Upper School office no later than 3:00 pm.
3. The student candidates will read their posted statements to their entire class during a class meeting on April 12th. Candidates can put up posters on class lounge bulletin boards only. These must be approved by Mrs. McLaughlan or Ms. Miklavcic.
4. The statements will be posted in the class lounges and the election will take place after the statements are read on April 12th.
5. There will be six elected officials on the Student Council per form – President, Vice-President, Disciplinary Council Member, and three Council Members.
6. The candidate with the top number of points for each position will have the privilege of serving the community on the council. Where appropriate, students will indicate a 1st (5 pts), 2nd (3 pts) and 3rd (1 pt). Any ballot not following the procedure will be considered invalid. In the case of a tie for a council member position, both candidates will serve on council.

Accountability

Elected officers are expected to attend all meetings. The Student Council meetings will take precedence over all other meetings. In the event that an officer misses three meetings, he or she will be removed from Student Council.

Job Descriptions

President- Responsible for organization and communication regarding all class functions. He/she is also responsible for running class meetings. As a senior, you are ineligible for the position of President or Secretary of Student Council.

Vice-President- Responsibilities are the same as Council Members. Will assume responsibility of President should he/she be removed from office.

Disciplinary Council Member – Serves on the Disciplinary Review Committee. A Disciplinary member that gets suspended will be removed from Student Council and replaced by another Student Council member chosen by the class officers.

Council Members – Responsible for representing the form and communicating form issues to the council.

General Responsibilities for all Officers:

All members must attend the meetings which usually occur on day 4 and 10. They must take equal responsibility for organizing and communicating issues of the class and upcoming class events. Officers meet with their Form Dean once a week to discuss class activities. Members must follow all school rules and be good citizens.

President of Student Council

- Will be responsible for planning weekly meetings, organizing behind-the-scenes work, and follow-up and follow-through for each project
- Will meet monthly (or bimonthly) with the Head of Upper School
- Will meet with Student Council advisors at least 2 times per cycle
- Will set the tone of each meeting (ideally, positive and focused)
- Will coordinate seniors for the spring class meeting when election speeches are read
- Time commitment: 1-2 hours per week (not including meetings; more when events are upcoming)

Secretary of Student Council

- Will take notes at each meeting in a designated Student Council notebook
- Will take attendance at each meeting in a register
- Will post typed meeting minutes the day after the meeting
- Will maintain and updated and rotating bulletin board for Student Council
- Will coordinate writing thank you notes to chaperones for all Student Council Activities
- Will meet monthly (or bimonthly) with the Head of Upper School
- Time Commitment: 1-2 hours per week (not including meetings; more when events are upcoming)

General:

All members should follow school rules and be good citizens.

All members will be present for all Student Council meetings and functions. A warning will be given after two unexcused absences. The member will be dismissed after the third unexcused absence and will not be replaced.

Important Student Council Dates 2010

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| Monday, April 11 | Statements due by 3pm in the Upper School Office |
| Tuesday, April 12 | Statements read during Activity |
| Tuesday, April 12 | Voting after statements read |
| Thursday, April 14 | This year's seniors and next year's Student Council – vote for Pres & Sec |
| Thursday, April 28 | Installation in Chapel – Both present and new – special seating in chapel |
| Thursday, April 28 | Combined Party – Lunch |
| Tuesday, May 3 | New Student Council |
| Wednesday, May 11 | New Student Council |
| Thursday, May 19 | New Student Council |