

## Student Council Criteria

All students interested in running for student council must meet the following criteria and must fulfill any requirement. Student Council is a time-consuming job, therefore it requires a lot of effort. Please consider student council only if you are serious and can devote your time to make it successful. Thank you for your cooperation and good luck!

1. All members must have a 2.0 GPA or higher
2. All members must submit a recommendation paragraph from a current Universal teacher or administrator stating why you should be considered for student council
3. All members must have **good behavioral standing (Advisors will check with administration)**
4. All students must run in teams of six. Each member must decide which office they will be responsible for (President, Vice President, Secretary, Treasurer, and two representatives) before running. Please refer to the list of responsibilities for each office.
5. **At least two of the student council members must be upper classmen (juniors, seniors, or a combination) and must hold the offices of President and Vice President. Members may not all be from the same graduating class (i.e. - groups cannot be made up of only seniors, only juniors, or only sophomores). All groups must have one sophomore (treasurer, secretary, or representative) and one freshman to serve as a representative (freshmen may not hold any other office).**
6. All campaign materials must be approved by Mrs. Hamdan and Mrs. Zoubeidi, including but not limited to any speeches (no performances) made to the student body.
7. Any student wishing to run for student council **may not** be a **leader** in another club.

### **Student Council Responsibilities:**

*\*Student council officers must be present at every meeting and event. Officers missing 3 meetings or events without a **valid reason** (advisors' discretion) will be impeached and removed from office. Members not completing their duties in a timely manner will be impeached and removed from office.*

### **President's Responsibilities**

The President is responsible for:

- Scheduling general meetings
- Calling meetings to order
- Setting the meeting agenda
- Presiding over the meeting
- Closing the meeting
- Serving as a liaison between the student body and administration
- Providing support to other officers
- Organizing and planning student council events

The Student Council President is someone who is comfortable speaking to both students and administration. The President is professional, approachable, organized and thoughtful. Additionally, the President helps to make sure that student concerns aren't just heard, but that they are being addressed in a **timely** fashion.

The President is usually a senior with excellent leadership and organizational skills.

### **Vice-President's Responsibilities**

The Vice-President is a support position. The Vice-President steps in whenever the President is unable to attend meetings or school functions.

The Vice-President's responsibilities are the same as those of the President. The Vice-President may spend time listening to student concerns and helping address them along with the President.

The Vice-President is usually a junior or a senior with excellent leadership and organizational skills

### **Secretary's Responsibilities**

The Secretary is responsible for:

- Taking meeting minutes
- Distributing meeting minutes
- Typing meeting agendas
- Distributing meeting agendas
- Maintaining written communication with the student body and administration
- Maintaining a calendar of meetings and student council activities

The Secretary is a student who is organized, possesses excellent written and verbal communication skills, and is capable of collaborating with others. The Secretary is a vital role as it is the secretary who communicates the activities of the student council to the advisor, administrators, and the student body.

The Secretary is usually a sophomore, junior or a senior. Discussions in meetings may move quickly and the secretary must have the ability to diligently record the proceedings.

### **Treasurer's Responsibilities**

The Treasurer is responsible for:

- Keeping exact records of student council funds (this information should be available to the advisor, administrators, and Mrs. Sharara upon request)
- Requesting funds from accounting in a timely manner (Mrs. Sharara)
- Processing reimbursement requests from officers
- Collecting funds from any fundraising event and documenting them in a timely fashion

The Treasurer is a student who is not only skilled at math and with numbers, but a student who is detail oriented, able to meet deadlines and can accurately complete paperwork. The treasurer provides or approves the funding for the student council (with the advice of the advisor) to host activities and events. He/ she also communicates accounting instructions and fundraising guidelines to the student council members.

### **Representatives Responsibility**

The Representatives are responsible for helping all officers with their duties. The representatives must be comfortable with handling the responsibilities designated to all of the other officers when help is needed.

## Student Council Contract

I have read and fully understand the responsibilities of being a student council member. I am fully aware that if I do not meet any of the requirements I will not be eligible to run. Furthermore, if I am elected and I do not fulfil my responsibilities, I may be impeached by the advisor. All contracts must be signed by all members (one contract per group) and handed in on the designated due date no later than 4 p.m.. Any late submissions will **absolutely not** be accepted.

### Student Council Team

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Representative \_\_\_\_\_

Representative \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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