

## **Student Council Handbook:**

The following are supplemental expectations about the roles and responsibilities of Student Council officers and class leaders. Failure to meet these expectations may result in probation or expulsion from the Council as outlined in Article VI (page 3) of the Student Council Constitution.

### **Role of Moderators**

- ❖ Ultimately, the faculty Moderators are facilitators whose job is to help the Council function effectively, responsibly, and with a degree of self-sufficiency.
- ❖ The Moderators are not executors who, by themselves, create, manage, or complete projects for the Council.
- ❖ This means that most meetings and events should, when possible, be “run” by the Council. However, the Moderators have the authority to set guidelines, intervene in meetings, assign responsibilities, and enforce discipline.
- ❖ Because the Student Council’s powers are ultimately derived from the Head of School, the Moderators will be the normal point of contact between the administration and Council members.
- ❖ All Council expenditures and deposits (e.g. the creation of Purchase Orders, Check Requests, and Deposits) are ultimately managed by the Moderators.

### **Meeting Protocols**

- ❖ Agendas will use a simplified Old/New Business Arrangement.
- ❖ No specific rules of order are used.

### **General Meeting Behavior**

- ❖ The President must practice servant leadership. He or she controls but will not dominate the meeting.
- ❖ If there is new, introductory, or advisory information, the officers will provide that information to the Council FIRST before any discussions.
- ❖ After providing a framework for a discussion, the President and officers will solicit the Council. They will not provide their opinions first. If necessary, they will prompt class leaders from each grade level.
- ❖ If a class leader is out of order, his or her contribution needs clarification or correction, the officers may interject.
- ❖ Once the class leaders have had a chance to speak, only then will the officers will share their perspectives.
- ❖ The objective of every meeting is COLLABORATION oriented towards CONSENSUS.

## Officer Guidelines

### **President (Senior having served on the Council the previous year)**

- ❖ As the model for both officers and class leaders, everything the President does or says needs to be an exemplar of community building and servant leadership. Remember, everyone is looking at and listening to the President even when they are not in an official capacity.
- ❖ The President should always be building a community. At the core, the President needs to work to build a cohesive Council based on trust. While not everyone needs to agree, everyone must be given the opportunity to be heard. The President has the ability to exert great influence and certainly she or he may try to persuade that a particular course of action is desirable, however, he or she must recognize that the Council belongs to the students. Presidents may not always get what they want and that's okay.
- ❖ As a model of servant leadership, the President should remember the Christian value that the first shall be last. The President's first responsibility is to assist fellow officers, class leaders, and the broader school community. This means that, at least in official functions (if not unofficial), the President must be proactive. This means the President asks what needs to be done or undone, communicates immediately when problems arise and checks-in with Moderators, fellow officers, and class leaders regularly. The President always asks what he can do to help. Under normal circumstances, the President should be the first to arrive and the last to leave. The Moderators should not have to prompt the President to take initiative.
- ❖ The President (and Vice-President) will usually meet with school administration regularly to review Student Council activities and receive feedback from the faculty.

### **Vice-President (Junior or a Senior)**

- ❖ The VP should be ready to assume the functions and responsibilities of the President when needed. This means not only running meetings in the President's absence, but displaying the same qualities of leadership outlined for the President.
- ❖ The VP's primary responsibility is to keep good order during meetings. This means that the VP should make sure that no more than one person at a time speaks and that members raise their hands to speak.
- ❖ The VP makes sure that the meeting stays on schedule and on topic. If a discussion seems to have lost focus or if a topic, vote, or discussion has been skipped or switched to something else, the VP should ask that the Council refocus its attention. The VP should be particularly responsible for making sure the officers are maintaining proper meeting behavior.
- ❖ During meetings, the VP has a special responsibility in soliciting ideas from the Council and should pay careful attention to who has and has not spoken. If necessary, the VP should encourage the contribution of unheard voices.
- ❖ The Vice-President (and President) will usually meet with school administration regularly to review Student Council activities and receive feedback from the faculty.
- ❖ In addition to the President's expectations described earlier, it will also be important for the VP to plan on arriving early and staying until the end of an event. In the absence of the President, the VP must provide the kind of management and coordination expected of the President. The VP should be responsible during official events for making sure that class leaders are on task.

### **Secretary (Junior)**

- ❖ The secretary is responsible for maintaining the attendance log throughout the year and recording any absences or late arrivals at official events.
- ❖ The secretary is responsible for reading meeting records and keeping a general log of topics discussed. This does not mean that the secretary has to keep a verbatim account of what was said; rather the secretary should strive to keep track of differing points of view, lists of suggestions from Council class leaders, etc.
- ❖ If any votes are held, the secretary announces the vote and records the results.
- ❖ At the end of the meeting, the secretary reviews what old business was resolved or unresolved and what new business was resolved or unresolved and will be added to the old business on the next meeting agenda.
- ❖ The Secretary will be the point of contact for class leaders. The Secretary will send notices and reminders about projects, meetings, etc.

### **Treasurer (Sophomore)**

- ❖ The Treasurer is in charge of maintaining the financial records of Student Council. At every meeting, he or she will be in charge of the Student Council Accounts Binder which contains a spreadsheet of those records. The start of every meeting will include a financial statement that reviews expenditures, income, and the current balance.
- ❖ The Treasurer is responsible for maintaining the master account spreadsheet to reflect changes in income or expenses.
- ❖ Any fundraising activities that involve petty cash (ticket sales, carnations, etc.) are the primary responsibility of the Treasurer. Under normal circumstances, it is his or her responsibility to record which class leaders or officers have the “money bag” at all times when a fundraiser is happening. Furthermore, during fundraisers, the treasurer will always promptly return the “money bag” to one of the Moderators and will verify the amount of cash that should be there.
- ❖ During meetings, when the Council is discussing possible expenditures, it is the responsibility of the treasurer to present relevant information. When calculating costs for an event (e.g. dances) the treasurer should produce a draft of general expected expenses and income.
- ❖ Because of these responsibilities, the treasurer should expect regular oversight from the Moderators and should be willing to ask them for guidance and advice.

### **Role of Class Leaders**

- ❖ Class leaders should remember that they are advocates for their respective classes—not themselves.
- ❖ They should be unafraid to speak their minds, so long as they do so with respect and in the spirit of collaboration.
- ❖ During meetings, when the officers have opened discussion on the topic, it is the responsibility of the class leaders to speak first. Officers should not only allow but encourage class leaders to share their ideas before their own. This means that class leaders should not be so hesitant that they never share their ideas. This is a deliberative body, and it requires its members to deliberate. Students who are only a part of the Council because they feel it will help a college resume will not be effective collaborators.
- ❖ Class leaders should recognize that being a part of a deliberative institution like Student Council means that it is fair to hold strong opinions, but not acceptable to complain because the Council ultimately chose a different path. Compromise and graciousness are important components.
- ❖ Attendance at meetings is critical. The Student Council constitution allows for excused absences due to family obligations or extracurricular commitments; however, repeated absences will be referred to Mr. Maj for a conference and may ultimately result in removal from the Council.
- ❖ For big events, the Council relies on the labor of its class leaders. Class leaders must make every reasonable effort to attend Student Council events and provide meaningful assistance. Failure to do so may result in disciplinary action.

## STJ Student Council Election Guidelines

### Officer and Class Leader Elections and Speeches May 18<sup>th</sup>

1. The ballot application must be turned in to Mrs. Bludau or Mr. Westfahl by **3:30PM Wednesday, May 11**
2. Public campaigning will be allowed a week before the election.
3. Any posters, stickers, or campaign materials must be positive and adhere to the values of St. Joseph High School. *This applies to any online postings or commentary. Candidates should endeavor to prevent online campaigning which is negative or derogatory.*
4. Officer candidates will be required to give speeches to the entire student body. Class leader candidates will be required to give speeches to their respective classes. These speeches will be a response to the following question:

“Without reciting a list of your previous accomplishments or offices—tell us how you imagine Student Council working in the interests of students.

- a. These speeches should be no more than 2-3 minutes.
- b. Students may not use a cue card or script.
- c. Students speeches must be positive and avoid making specific promises or criticisms (e.g. “We will serve crispitos every day!” or “We will have a live band at Homecoming!” or “Field Day stinks!”).