

Student Council

Handbook

Leaders **H**elping to **S**erve

Year _____

Council
Student
Student
Student

Application

Student Information

Name: _____ Grade: _____

What personality traits or special abilities can you bring the LHS Student Council? _____

What clubs, groups, or sports are you involved in? _____

What is your vision of the best LHS experience? _____

What position are you running for and why? _____

Teacher Recommendations

Would you trust this student to represent LHS at BGES? To work independently?
To maintain a respectable persona?

Teacher #1: _____

Teacher #2: _____

Teacher #3: _____

Application Process

Step 1

Pick up an application from room 305.

Step 2

Submit your completed application to Mrs. Weaver.

Step 3

All applicants must film a short, introductory video in order to be added to the ballot. This is the ONLY "campaigning" you will need to do.

Step 4

The ballot and video with all approved applicants, will be sent to all teacher and student e-mails and posted on the LHS website.

Step 5

Voting will remain open until _____.

Step 6

Officers will be announced _____ via the announcements.

Officer information

Positions

Student Body

- President
- Vice President

Senior Class

- President
- Vice President
- Treasurer
- Secretary

Junior Class

- President
- Vice President
- Treasurer
- Secretary

Sophomore Class

- President
- Vice President
- Treasurer
- Secretary

Freshman Class

- President
- Vice President
- Treasurer
- Secretary

Council responsibilities

Student Body

- President: Graduation Speech, SIT presentations
- Vice President: SIT presentations, Publicity

Senior Class

Senior class t-shirts
Homecoming Dance
Spirit Weeks
Student Section/School Spirit
Pep Rallies

Junior Class

Prom safety week
Operation Christmas Child
Student Section/School Spirit
Pep Rallies

Sophomore Class

March Madness
Battleground Partnership
Student Section/School Spirit
Pep Rallies

Freshman Class

Clothing drive
Student Section/School Spirit
Pep Rallies

ALL student Representatives are expected to support LHS & BGES events such as athletic events, club hosted events, fundraisers, concerts, and the arts.

Council responsibilities

<p><u>August</u></p> <p>Elections</p> <p>T-Shirts</p> <p>School Spirit/Student Section</p> <p>Bulletin Boards</p>	<p><u>September</u></p> <p>Student/Teacher of the month</p> <p>Bulletin Boards</p> <p>School Spirit/Student Section</p> <p>Homecoming Dance ticket sales</p>	<p><u>October</u></p> <p>HoCo: Pep Rally, Parade, Dance</p> <p>School Spirit/Student Section</p> <p>Student/Teacher of the month</p> <p>Bulletin Boards</p> <p>Trunk or Treat (BG?)</p>
<p><u>November</u></p> <p>Student/Teacher of the month</p> <p>Bulletin Boards</p> <p>School Spirit/Student Section</p> <p>Operation Christmas Child</p> <p>Clothing Drive WL-ARC</p>	<p><u>December</u></p> <p>Student/Teacher of the month</p> <p>Bulletin Boards</p> <p>School Spirit/Student Section</p> <p>Faculty/Staff cards</p> <p>Candy Grams</p>	<p><u>January</u></p> <p>Student/Teacher of the month</p> <p>Bulletin Boards</p> <p>School Spirit/Student Section</p> <p>Second Semester Kick-off Kickball Tournament</p>
<p><u>February</u></p> <p>Student/Teacher of the month</p> <p>Bulletin Boards</p> <p>School Spirit/Student Section</p> <p>Candy Grams</p>	<p><u>March</u></p> <p>Student/Teacher of the month</p> <p>Bulletin Boards</p> <p>School Spirit/Student Section</p> <p>March Madness</p>	<p><u>April</u></p> <p>Student/Teacher of the month</p> <p>Beautification Day</p> <p>School Spirit/Student Section</p> <p>Pep Rally</p> <p>Prom Safety Week</p>
<p><u>May</u></p> <p>Student/Teacher of the month</p> <p>Teacher Appreciation</p> <p>School Spirit/Student Section</p>	<p><u>June</u></p>	<p><u>July</u></p>

Members at-large

Members at-large are students who would like to participate in Student Council meetings, activities, and events, but are not elected officers.

Members at-large may help with:

- Bulletin Boards
- Assisting teachers with requests
- Operation Christmas Child
- School Spirit/Student Section
- Homecoming Dance (setting up/tearing down/planning)
- Trunk or Treat (setting up/tearing down)
- Clothing Drive
- Faculty/Staff Holiday Cards
- March Madness
- Beautification Day
- Teacher appreciation

Members at-large should be at meetings regularly and should be eager to assist officers as events are planned and executed.

By-Laws Council

Mission Statement

The mission of the Lincolnton High School Student Council is to be an inclusive organization where student-leaders grow, help and serve their peers and community.

Duties and Responsibilities of Officers

- All officers will be organized and responsible.
- All officers will communicate effectively.
 - All officers will represent the entire student body and act in its best interest.
 - All officers must maintain a ____ GPA.
- All officers and members at-large must take an active role in Student Council. See attendance for more information.

Student Body President & Class Presidents

- Lead & guide meetings
- Initiate activities and oversee planning
- Attend events hosted by and supported by Student Council
 - Consult with LHS Administration

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By-Laws Council

Student Body Vice-President & Class Vice-Presidents

- Lead & guide meetings in the President's absence
- Initiate activities and oversee planning
- Attend events hosted by and supported by Student Council
 - Publicize events
- Assist in creating a calendar of meetings and events

Treasurer

- Work with the financial secretary
- Keep accurate records of the Student Council account and funds within that account
 - Assist with class dues
 - Direct all fundraising efforts
- Create a preliminary budget for the upcoming school year

Secretary

- Take attendance at each meeting
- Create an agenda for each meeting
- Record and publish minutes for each meeting
- Write notes and letters that pertain to certain events

By-Laws Council

The Election Process

- Elections will be held at the beginning of the academic year.
- Only Seniors may run for Student Body positions.
- Students must complete an application and short, introductory video in order to be placed on the ballot.
- Students will be required to get three signatures from teachers in order to run.
- If a vacancy occurs, a committee will be formed. The committee may decide to leave the position unfilled, if elections are needed, or if an appointment can be made.
- Student Council Officers will be in office once elected until the next election takes place.

Operation

- Regular meetings will occur. Dates and times will be decided upon by the Student Council & a majority vote. Meetings will be in person and/or virtual.
- 75% of Officers must be in attendance for a meeting to occur.

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By-Laws Council

Non-Performance

Any Student Council Officer may be reviewed for non-performance of duties. One may be recommended for review based on:

Attendance

- If an Officer misses more than 3 meetings, they will be reviewed.
- If an Officer misses more than 3 events, they will be reviewed.
- If a student is absent from school, they will not be considered absent from the meeting.
- If a student speaks to the adviser ahead of time, and excused absence may be allowed.
- In order to be considered a Member at-large, a student must attend 75% of meetings.
 - The Student Council adviser may recommend any Officer for review for non-performance.

Review Procedures

- If a student is to be reviewed, they will receive notification at least two weeks before their hearing.

By-Laws COUNCIL

- If the Officer being reviewed cannot attend the hearing, the Officer must notify the adviser to reschedule the meeting.
- The review board will always consist of four executive officers and one teacher.
- The review shall occur in a closed-door hearing before or after school.
- The adviser will question the Officer in review.
- The review board will first look at the attendance records BEFORE a review takes place.
- The review board will explain why the Officer is under review.
- The student under review may speak on their behalf.
 - All duties should be considered.
- Witnesses may be called for testimony if necessary.

The review board will have three options:

1. Remove the Officer.
2. Place the Officer on Probation for one month.
3. Leave the Officer in their position.

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By-Laws Council

Reasons a Student Council Officer **CANNOT** be brought up for review:

- Activities committed outside of Student Council
 - If information is unverifiable
- A Student Council Officer can **ONLY** be brought up for review by another Student Council Officer or member

Final Thoughts

Student Council Officers and Members at-large are expected to attend all Student Council meetings, school events, and be responsible leaders.

Many Officers and members have obligations to other things: clubs, sports, and the arts. It is our sincere hope that Student Council will step up and show up to support these events, especially when their fellow members are involved.

Student Council is what we make it. Our main goal is to bring together our school and community.

We are **L**eaders **H**elping to **S**erve!