

# Student Council Guidelines

## **MEMBERSHIP**

The council will be comprised of five Student Body Officers (also known as the “Executive Committee”); a President, Vice-President, Treasurer, Activities Director and Secretary. The council will also have six class representatives; one per class for Seniors, Juniors, Sophomores and Freshmen and two representing the Junior High.

All Student Council Members are expected to uphold a standard of excellence; both personally and spiritually. Being examples and willing to step out of their comfort zone. A true leader thinks of others first before themselves.

### **Student Body Officer Qualifications:**

In order to be qualified for the office of President, Vice-President, Treasurer, Activities Director, or Secretary the candidate:

1. Shall be a Christian.
2. Shall maintain at least a 2.5 GPA.
3. Shall have attended CCS a minimum of one year prior to serving on the council.
4. Shall be willing to serve, be responsible, enthusiastic and be committed.
5. Shall be enrolled in CCS prior to the election interview process; with full intent to attend CCS during the following year.
6. Shall be a previous student council member for the entirety of a preceding academic year.
7. Shall have completed their previous student council position in good standings.
8. The President and Activities Director shall not hold another office of President in another club at CCS or outside organization.

*President* – shall be a Senior

*Vice-President* – shall be a Senior or Junior

*Activities Director* – a Senior or Junior is preferred

### **Class Representative Qualifications:**

In order to be qualified for the office of a class representative the candidate:

1. Shall be a Christian.
2. Shall maintain at least a 2.5 GPA.
3. Shall have attended CCS a minimum of one year prior to serving on the council.
4. Shall be willing to serve, be responsible, enthusiastic and be committed.
5. Shall be enrolled in CCS prior to the election interview process; with full intent to attend CCS during the following year.

*Junior High Class Representative* – shall be an 8<sup>th</sup> Grader

## **DUTIES & RESPONSIBILITIES**

### **All Student Council Members –**

- Shall be the spiritual leader of the school.
- Shall hold higher standards of dress, behavior, and attitude.
- Shall sit in the first row during morning devotions and chapel.
- Shall set an example of worship, participation and respectful behavior.
- Shall be able to attend and participate in all student council meetings and events.
- Shall arrive at school prior to 8:00 AM on a daily basis; to ensure you will be on time for daily devotions.
- Shall be responsible for doing morning pledges several times during the school year.
- Shall be responsible for a minimum of three (3) Wednesday morning devotions per school year.
- Shall assist and council and advisor with any and all student council functions needed.

### **The President –**

- Shall be the spiritual leader of the school.
- Shall submit a written agenda for each student council meeting to the advisor one day prior to the scheduled meeting.
- Shall preside at student council meetings.
- Shall call special meetings when deemed necessary.
- Shall be responsible to see that the council gets underway promptly and runs smoothly and efficiently throughout their term.
- Shall oversee the work and duties of other officers to see that the business of the student council is progressing smoothly and diligently
- Shall brief the incoming President at the beginning of the new term of office regarding procedures and processes.
- Shall be a representative of student council at all functions.

### **The Vice-President –**

- Shall assist in the performance of the duties of the president and shall assume full responsibility of these duties in the absence or disability of the president.
- Shall be a member of all committees.
- Shall be responsible for electing a chairperson for each committee and getting committee reports.
- Shall assist the president in preparing the agenda for meetings.

### **The Treasurer –**

- Shall keep a record of all the expenditures and receipts of the council and shall make a report of the finances at each meeting of the council.
- Responsible for the accounts and for the collecting of money at any of the council functions.
- Shall make timely deposits and requests for check with the school office.

### **The Activities Director –**

- Shall coordinate, oversee and report all JH/HS field trips (i.e. Bauman Farms, Cosmic Bowling, etc.)
- Shall coordinate, oversee and report all homecoming activities.
- Shall coordinate, oversee and report all semi-formal and formals.
- Shall coordinate, oversee and report all outside school functions

### **The Secretary –**

- Shall keep a record of all the meetings and the council and provide a copy of the minutes for each representative and advisor.
- Shall carry on the correspondence of the school council with administration, teachers, students, parents and community about activities.
- Shall keep a record of attendance at council meetings and call to the attention of the council anyone who has three (3) absences.

### **The Class Representatives –**

- Shall bring to the council suggestions from their “homerooms”.
- Shall coordinate, oversee and report individual class baskets for the auction.
- Shall foster good school spirit, support the activities of the school, to cooperate with teachers and administration for the betterment of the school, to set an example of good character for the entire student body, and to convey to their “homerooms” the activities of the student council.

## **STUDENT COUNCIL ELECTION PROCESS**

The election of a student council member is a fivefold process. Each person desiring to run for council must turn in the guidelines, a completed application, submit two adult references, have a committee interview and prepare a speech.

- All paperwork *MUST* be turned in to the front office by: **Monday, April 24<sup>th</sup>**.
  - Student Council Guidelines with both applicant and parental signatures.
  - Student Council Application must be completely and thoughtfully filled out.
  - Two adult non-relative references. At least one must be a CCS teacher.
- The applicant will be interviewed by a committee to include the Student Council Advisor, an administrator, and 1-2 other CCS staff members.  
These interviews will be held on **Thursday, April 27<sup>th</sup>**.
- Speeches – Each person running for a council position will give at least a 1-minute speech. A copy of the speech must be turned in to Mrs. Warrington by **Monday, May 8<sup>th</sup>**. Any person running for a position must be present the day speeches are given. Speeches & Elections will be held on **May 15<sup>th</sup> and 16<sup>th</sup>**.

I have read, understood and am willing to abide by the above guidelines.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent/guardian of \_\_\_\_\_ I understand the commitment involved with Student Council and approve my son or daughter running for the position of \_\_\_\_\_.

\_\_\_\_\_  
Parental Signature

\_\_\_\_\_  
Date