

Mills High School
Class Council Elections
School Year: 2017-2018

Hello Applicants....

Thank you for your interest in running for a position to represent your class! Being a part of the Class Council is an important job that requires a lot of time, effort, and responsibility. But it's not all hard work. Being a leader in Class Council is also a very rewarding experience. You will create great memories, have wonderful opportunities for fun, and be able to make a difference in your school.

While being a part of Class Council or Leadership is a great experience, it is also a tremendous responsibility. It involves a huge time commitment both outside and during school.

We hope that you are running for an elected position because you love Mills and all it has to offer and not for other reasons (a.k.a. parents/college applications). If so, please reconsider running. Student government is very demanding, and you need to understand the enormous responsibility and time commitment before campaigning.

Please read through this packet carefully. Failure to comply with the rules and regulations will result in disqualification. Be very careful to meet the 2.5 GPA requirement throughout your position. If you have any questions, please see Ms. Dove in Room 152. Thank you for your interest in working with the student body and good luck!

Ms. Dove
Activities Director
adove@smuhsd.org
Room 152

Mark Kelly
ASB Vice President
mkelly2001@gmail.com

Timeline:

9/1 Meeting
9/8 Applications Due
9/15-9/19 Campaign
9/20 Posters Removed
9/20 Voting, Results sent to the candidates
9/21 Announcement of council on KVIK

DUTIES OF ASSOCIATED STUDENT BODY OFFICERS

ALL CANDIDATES MUST HAVE A CLEAN RECORD WITH NO DISCIPLINARY ACTION AS WELL AS A 2.5 CUMULATIVE GPA

CLASS COUNCIL PRESIDENT

This job requires a great amount of responsibility and leadership skills. This job requires a sense of familiarity with Student Government activities and fundraising. You will also be interacting and dealing with administrators, teachers, and other staff members as well as adults in the community on a frequent basis. You will be the voice of the student body in as much as you will represent the collective opinion and attitude of your class and will do your best to do so. You will plan and implement assigned duties and meet with your advisor.

- Shall preside over all meetings of the Student Council
- Shall be responsible for the agenda for each meeting
- Shall call Student Council meetings whenever necessary
- Shall see if all Student Council Members fulfill their respective duties
- Shall take an active participation role in all Student Body activities

CLASS COUNCIL VICE-PRESIDENT

In the event that the president is unable to fulfill his/her obligations, it will be the vice president's responsibility to assume the role of president.

- Shall assume all powers and duties of the President in his/her absence
- Take initiative to fulfill duties that are responsible.
- Shall help in taking an active participant role in all Student Body Activities
- Shall be responsible for initiating and organizing all Class Council meetings and organize fundraising for your class.

CLASS COUNCIL SECRETARY

The secretary is principally in charge of taking copious minutes and recording attendance at Student Council meetings. The secretary, in addition, works closely with the treasurer and finance commissioner regarding financial transactions. You will also prepare and send reminders to Council members regarding events.

- Shall keep the minutes of all Student Council meetings
- Must type and distribute minutes at following meeting
- Shall be responsible for Student Council correspondence (act as contact)
- Shall sign-off on any forms that need a student representative's signature
- Shall help in taking an active participant role in all activities

CLASS COUNCIL TREASURER

The treasurer must handle the Student Government money. You will make all deposits and must keep accurate records of Student Government's earnings and financial status. You also pay the bills, monitor reimbursements, and oversee all finances.

- Manage budget, and serve as a conscience to the class and ensure that money is not spent carelessly.
- Shall report the class council budget at regularly scheduled meetings
- Shall help in taking an active participant role in all activities

Election Campaign: Rules and Guidelines

1. No candidate shall, in any way, make negative or slanderous statements about other candidates on posters, handbills, etc. or in speeches. All campaign material should be in good taste and may be subject to approval by the Activities Director.
2. Candidates are required to carry a 2.5 minimum GPA from the previous semester and while holding office. You must ask your academic advisor to verify your GPA and include it in this packet. The Activities Director will be checking grade point averages (GPA), and students who do not meet the requirements will not be allowed to run for office. This GPA must be maintained during the time you are an officer. Candidates may not be on any level of a discipline contract.
3. Candidates must meet all deadlines and attend all meetings as described in the timeline.
4. The limit on campaign expenditures is \$50.00, including donations (be prepared to verify cost with receipts). Do not exceed this limit.
5. Candidates must provide your own materials for campaigning. This includes tape (blue painter's tape only) and butcher paper. Posters should be in good taste and promote the candidate who is running. Negative or slanderous comments about other candidates will not be tolerated. Posters must be approved in advance by the Activities Director.
6. Each candidate is allowed **no more than** ten (10) 36"X72" posters and thirty (30) 8.5"X11" sheets of paper. All text must be shown on the *Campaign Plan* portion of this form and approved in advance by the Activities Director.
7. **Candy and food may not be used for promotions of your candidacy.** Abuse of this rule will result in automatic candidate dismissal.
8. **YOU MUST USE BLUE PAINTER'S TAPE** on any painted surfaces. Do not attach posters to doors Posters are not allowed in the classrooms without the teacher's permission.
9. No candidate shall use a ladder.
10. Results of the election will not be announced until the campus is free from all posters and campaign materials.
11. Candidates must submit a campaign plan to the Activities Director prior to the campaign. Candidates must describe their marketing strategy and include text for any posters that go up.
12. **Any violation of the above rules and regulations will result in disqualification.**

If act of vandalism can be verified by members of the MHS Administrative Team, the person responsible may be disqualified from the election, or other consequence. You are to encourage a positive campaign. Do not touch another candidate's posters

2017-2018 CLASS COUNCIL APPLICATION

Position Sought _____

Name: _____ Phone: () _____ email : _____

Address: _____ City: _____ Zip Code: _____

STATEMENT OF ACCEPTANCE OF NOMINATION FOR OFFICE

All applications must be returned to the Student Activities Director by lunch on the due date.

I, _____ agree to accept the duties and responsibilities of

the office of _____ for the _____ class.

If elected, I will consider the office my PRIMARY responsibility over and above any other extra-curricular activity in which I may participate during said year. I further understand that if I do not uphold the school rules, as stated in the Student Handbook, I will be subject to removal from Student Council.

In addition, officers who do not attend required functions and meetings will be removed from Student Council.

_____ Date: _____
(Signature of Nominee)

Class Council Contract

I, _____ do hereby agree to abide by the following requirements, guidelines, and conditions of my office for the 2017-2018 school year.

A code of ethics is an expression of those personal values that should guide an individual's daily activities. It is an important part of taking on any job to feel a certain responsibility to do your best for those you represent. With this in mind, you are asked to read and sign the following document of commitment.

In all my actions as an elected member or appointed representative of the Mills High School Associated Student Body, my first obligation is to the students I was elected or appointed to serve. My responsibility to those students will be an unswayed effort to better their campus life.

I am committed to:

The School: I am responsible to all students of the school and not solely to those who elected or appointed me.

Individuals: I have a direct concern for every student in the school. As an integral part of my duties, I represent the authority and responsibility of the Freshmen Class President. This represents the authority of the majority and must be exercised with concern for the least influential as well as the most influential member of the Freshmen class.

Students' Morale: My actions as a student body member may affect the morale and assertiveness of students to perform to the best of their ability and should encourage their educational development. As a student leader, I should also do my best to perform at my own capability and set a good example for all students.

Rules and Policies: I must be aware of and comply with the Associated Student Body constitution, bylaws and all other school policies. ****My position does not allow me special privileges****

Decision Making: It is my obligation to participate in decisions pertaining to the student body. As an elected officer or appointed representative of the students, I can neither relinquish nor delegate this responsibility to any other individual.

****Return this page in your packet****

Understanding and acting upon the foregoing premises, in the performance of my duties I shall:

1. remember at all times that I represent Mills High School students, faculty and staff and that my behavior will be such that it will bring respect to the office or position I hold, the school, my family and myself.
2. consider my position of student body officer as a trust and not use it for personal gain.
3. follow the rules and regulations set up by the school and the individual classes of which I am a member.
4. attempt to get ideas and opinions from all students of the school and work to incorporate their views in the discussions and decisions of the Student Council.
5. **share equally in all duties of student government, which includes attending and participating in activities, working my shifts, dressing up on dress-up days, and being a positive influence both on and off campus.**
6. maintain my attendance at 100% unless I am at home ill and it is verified by a parent.
7. have someone take my place if I have specific responsibilities and I am going to be absent.
8. make use of the opportunities for development of my potential as a student leader through participation in workshops, hands-on experiences and other educational situations available to me.
9. be open and honest with my advisor in all matters. If something is bothering me, I will go directly to my advisor and not "cause waves" within the organization.
10. respect the "need to know" status of some items of business discussed in Class Council meetings, and I WILL NOT discuss them outside of class.
11. be sure that my dress at school will be appropriate at all times.
12. do my best to meet new individuals on campus and to broaden my friendships, so that I can truly represent those that have put me in a position of leadership.
13. avoid any involvement with activities and behaviors that may lead to automatic suspension.

Student Signature

Date

Parent Signature

Date

Understanding of the campaign guidelines: By signing below you are declaring the following:
"I understand the above stated guidelines as they pertain to the campaign week and campaign speeches at Mills High School. I will follow the rules and I understand that breaking any of the rules will result in disqualification."

Candidate's
Signature _____ Date _____

Parent's Signature/ Guardian _____ Date _____

I have read the previous document and understand that if I violate any of its provisions that I will be under consideration for administrative removal from my office on a permanent/temporary basis.

Name of Candidate (please print)

Signature

TEACHER RECOMMENDATIONS

Please only sign if you believe that _____ will be a hard working, role model, and leader to the rest of their class. They will be representing their class and they stand for as the 2017-2018 class _____.

(Teacher Name) _____ (Teacher Signature) Date: _____

(Teacher Name) _____ (Teacher Signature) Date: _____

Student Signature _____ Date _____

Activities Director's Signature _____ Date _____

****Return this page in your packet****