



## St. Elizabeth Ann Seton Catholic School Student Council

### **Goals of the Student Council:**

1. To Promote the general activities of the school
2. To encourage school spirit, student involvement, and school pride
3. To develop leadership opportunities
4. To foster goodwill, cooperation and communication between students, parents, faculty and administration
5. To provide projects and activities which will be significant to the students and implement the goals of the council

### **I. General Structure of the Student Council of Saint Elizabeth Ann Seton**

#### **A. Student Council**

1. The Student Council consists of 20 members
  - Five officers (one appointed from 8<sup>th</sup> grade reps)
  - 8 - 7<sup>th</sup> grade representatives
  - 8 - 8<sup>th</sup> grade representatives

### **II. Student Council Positions and Responsibilities**

#### **A. Officers- 8<sup>th</sup> grade only**

1. President- Must have served on the council the previous year
  - Acts as the official representative of the entire student body on necessary occasions
  - Chairs all student council meetings
  - Maintains ongoing communication with the student council moderator regarding student council activities
  - Prepares the agenda for student council
  - Organizes necessary committees to aid him/her in carrying out job functions
2. Vice-President
  - Acts as the president of the student council in the event of the president's absence
  - Prepares, along with the president's advice, agendas for meetings
  - Prepares and distributes with the assistance of the council secretary all announcements, agendas, and publicity

### 3. Treasurer

- Oversees, along with student council moderator handling of student council funds
- Maintains accountability of the finances through an efficient and clearly understandable bookkeeping system
- Organizes any fund raising projects for the council
- Prepares a Treasure's Report each month

### 4. Secretary

- Records the minutes of all student council meetings
- Types or neatly writes all the agendas of student council meetings
- Carries out all correspondence of the student council delegated by the various officers
- Maintains accessible files of the following:
  - Student council minutes
  - Student council agendas

### 5. Activities Chairman- Appointed by Student Council Advisor(s)

- Organize all 7<sup>th</sup> and 8<sup>th</sup> grade entertainment activities proposed and passed by the Council
- Communicate all information and arrangements made to the Council and Council Advisor(s) two weeks prior to the activity date in writing
- Set up necessary committees to aid in carrying out their functions (decorations, publicity, clean-up, etc.)
- Maintain an ongoing notebook file on each of the year's activities handled through their office

### B. Student Representatives

- Serves as a liaison to their classmates
- Attends all meetings
- Reports any ideas and/or concerns to the president

## III. Candidates Qualifications

- A. **ACADEMIC STANDARDS** No grades below a "C" are permitted in any achievement area of the report card. If a council member receives a below standard grade, he/she will be placed on a four week probation period. Students will be required to present their report card to the S.E.A.S. student council sponsor at the first meeting following the receipt of their quarterly report card. If improvement is not shown he/she will be removed from the student council.

- B. **ATTENDANCE STANDARDS** Monthly meetings require strict attendance. Any officer or representative missing more than two general or committee meetings, without prior approval, will be removed and replaced by another student
- C. **SERVICE HOURS** Each student council officer and class representative will be expected to volunteer their time in service to our community. Students should be expected to spend \_\_\_ service hours throughout the school year.
- D. **BEHAVIOR STANDARDS** Any officer or representative receiving more than one Behavioral detention or any grade of an “Unsatisfactory” or “X” on any quarterly report card will be removed from the student council and replaced by another student. Classroom teachers have the right and obligation to recommend an officer’s or representative’s removal.