

# **Belvidere High School Student Council Handbook 2015-2016**



"Leadership cannot really be taught. It can only be learned."  
— Harold Geneen

## **Executive Board Officers**

**President:** Adriana Saso (11th Grade)

**Vice President:** Autumn Bogielski (11th Grade)

**Secretary:** Luis Aguilar (12th Grade)

**Treasurer:** Vacant

**Honor Council Chairperson:** Hannah Riley (11th Grade)

**Public Relations Officer:** Josie Rodriguez (11th Grade)

**Advisers:** Mr. Joshua Tatman and Mrs. Donna Schelonka

**Principal:** Mr. Matt Zickert

## **Class Officers**

### **Freshman Class**

**President:** Vacant

**Vice President:** Vacant

**Secretary:** Vacant

**Treasurer:** Vacant

### **Sophomore Class**

**President:** Ivy Steege

**Vice President:** Vacant

**Secretary:** Marisol Araiza

**Treasurer:** Vacant

### **Junior Class**

**President:** Stephanie Rodriguez

**Vice President:** Doralyn Williams

**Secretary:** Vacant

**Treasurer:** Vacant

### **Senior Class**

**President:** Cameron Swimelar

**Vice President:** Vacant

**Secretary:** Vacant

**Treasurer:** Vacant

## **Standing Committee Heads**

**Dance Committee:** Yoscelyn Escamilla (12th Grade)

**Social Bonding Committee:** Doralyn Williams (11th Grade)

**By-Laws Committee:** Autumn Bogielski (11th Grade)

**Exchange Committee:** Vacant

**Honor Council Committee:** Hannah Riley (11th Grade)

**Community Service Committee:** Emmarie Alexander (10th Grade)

**Publicity Committee:** Josie Rodriguez (11th Grade)

**Executive Committee:** Adriana Saso (11 Grade)

## **Mission Statement**

The Student Council of Belvidere High School shall maintain an active role in the school by voicing concerns of the student body and by providing leadership opportunities in order to inspire and train young leaders to be as outgoing, charismatic, and successful as possible throughout their lives. The council also shall pursue an active role in the community by sponsoring and assisting in events to support the community by learning the importance of civic engagement and the benefits that come with it.

## **Article I- Areas of Authority**

The administration of Belvidere High School shall rule as the primary authority of the council and it shall have the power to approve any and all meetings, elections, ideas, etc. The administration also has the power to remove any elected officers from their office at their discretion. The Student Council advisor will also serve as the authority of the council determining meetings, candidates, ideas, etc.

## **Article II- Membership Requirements**

**Section 1** Any member that does not pay the annual membership fee is ineligible for discounted trips on behalf of the student council. The annual membership fee will be determined by the executive board.

**Section 2** A member must meet and not violate the requirements in Article III of the handbook as well as in the Constitution and By-Laws.

**Section 3** Any member that does not meet the required number of points per nine weeks will be placed on council probation and will not be considered an active member. The executive board shall then monitor the member's status and make an official ruling at their discretion.

**Section 4** After three consecutive council meetings, you are officially considered a member of the Student Council. If you are a returning member for the next new school year, you are already considered a returning member.

## **Article III- Student Council Code of Conduct**

**Section 1** Elected student council officers are required to maintain passing grades at Belvidere High School as well as being in good standing. Any elected representative may be removed from his/her position for failure to carry out his/her duties or by obtaining two or more unexcused absences. The elected representative may be removed from the Student Council by a  $\frac{3}{4}$  vote of those attending said meeting and the approval of the advisor.

**Section 2** Any valid proof (pictures, parental notification, and/or report) of any underage drinking, criminal activity, fighting, or inappropriate behavior, pictures, and/or words allows the board to discuss your removal from office. The executive board may ask to hear your case at an executive board meeting at a date and time determined by the executive board in which you are expected to attend and defend your case. The result of not showing up will result in immediate removal from office or a  $\frac{2}{3}$  vote by the board. The board may forward the case to the student council for their vote which then would require a  $\frac{3}{4}$  vote of those said attending the meeting.

**Section 3** All council members are expected to arrive promptly on time to all meetings. Members arriving ten minutes after the start of a meeting will be ineligible to receive points for that said meeting.

**Section 4** Members of the student council that are not meeting expectations, such as lack of

participation, tardiness, etc. may be asked to forfeit their membership rights for the remaining school year.

## **Article IV-Elections & Voting**

**Section 1** The election of Sophomore, Junior, and Senior Class Officers shall take place at the annual Spring election during Buc Club. Voting only occurs when there are contested positions. Applicants must be approved by the advisor in order to be eligible to run. Only members of the appropriate class may vote for their class officers.

**Section 2** The election of Freshman Class Officers shall take place at the annual late summer/early Fall election during Buc Club. Voting only occurs when there are contested positions. Applicants must be approved by the advisor in order to be eligible to run. Only members of the appropriate class may vote for their officers.

**Section 3** The election of executive board members occurs at the annual spring election during a general council meeting. Applicants must be approved by the advisor through submitting an application. The offices of President, Vice President, Secretary, and Treasurer are elected. The offices of Honor Council Chairperson and Public Relations Officer are appointed by the newly elected President with approval of the advisor. A  $\frac{2}{3}$  majority vote is needed for candidates in order to be elected to the board.

**Section 4** Any position that deems vacant after the annual election of class officers or executive board members can be filled at a later date by appointment. The newly elected executive board will interview prospective candidates for positions of the executive board and vote as a board to appoint the candidate(s). Candidates for class officer positions do not need to be interviewed, unless decided by the executive board. The board must have a majority vote to appoint any candidate(s). The advisor(s) may vote in the credentials.

**Section 5** No elected member may serve more than one elected position. A class officer is ineligible to hold an executive board position the same year. A class officer is, however eligible to be appointed a committee head. An executive board member is eligible to serve as a committee head that is not already assigned with their duties, however it is encouraged to allow the general membership to take on those roles.

## **Campaigning Procedures**

### **Candidates for Executive Board:**

Candidates may use flyers, posters, candy, or any other item that is approved by the advisor only after the candidate's application has been submitted and is approved. These items may be distributed throughout the school based on approval. Any candidate that criticizes or bashes other candidates publically will result in immediate disqualification. All other procedures are stated in the Constitution and By-Laws.

### **Candidates for Class Officer:**

Candidates may use flyers, posters, candy, or any other item that is approved by the advisor only after the candidate's application has been submitted and is approved. These items may be distributed throughout the school. Any candidate that criticizes or bashes other candidates publically will result in immediate disqualification. All other procedures are stated in the Constitution and By-Laws.

## **Election Procedures & Announcement of Results**

### **Candidates for Executive Board:**

Candidates may give a 1-3 minute speech for their candidacy. After speeches, voting will occur immediately after all candidates have given a speech unless they choose not to. The election of executive board members shall be done through a hand vote. Only members in the student council may vote, with the exception of Seniors who may not. The entire student body does not vote, only council members. A candidate must receive a majority vote of those attending said meeting in order to be elected. The current President of the board shall carry out the election ensuring that all members put their heads down to vote. The advisor and the current President are in charge of the voting count. After all positions have been voted on, with the excepting of Honor Council Chairperson and Public Relations Officer because they are later appointed, the announcement of the results shall take place at said meeting by the current President. The exact count of votes for each candidate is not required to be recorded as long as the winners are. In the case that a position is vacant, the new and/or current executive board may interview candidates to fill the vacant position. The advisor may vote in this special case. A majority vote from the board is needed to appoint a candidate.

### **Candidates for Class Officer:**

Elections for class officers shall take place during Buc Club where the entire student body is entitled to vote. Freshman class officers shall be elected in the Fall, while Sophomore, Junior, and Senior candidates shall be elected at the Spring election. Candidates that run contested may be asked to give a brief 1 to 2 minute speech on the video announcements prior to the election. A candidate does not need a certain amount of votes to be elected

because there is no number defined as majority. A candidate just needs the most votes in order to win an election. Buc club teachers must ensure that their students vote based on the appropriate grade level, and that all ballots are returned to the student council advisor(s). The ballots are to be counted by the current student council executive board and advisor(s). In the case that a position had no candidate running for it, the executive board may appoint a student of the appropriate grade level to the position. For example if two people ran for class president, the loser of that election may be asked to fill the vacant treasurer position, if he or she accepts. For class officer positions that run uncontested, the current executive board may go through each application and approve them to the position individually with the consent of the advisor(s). No interview is necessary, and no statement of decision is required, unless interviewed in person. Announcement of election results shall take place at a student council meeting and/or may be announced on the school's daily or weekly announcements.

### **Ballot Counting Procedures**

#### **Class Officer Elections:**

The counting of class officer ballots shall be done by the current executive board and their advisor(s). Results are to be tallied for each candidate and may not be discussed or shared with anyone outside until a public announcement is made by the student council. The ballot counting records may be stored in student council documents as long as the advisor is the one in charge of them.

#### **Executive Board Elections:**

There is no counting of ballots for executive board elections because the voting is done through a hand vote. A record of the voting does not need to be kept if the advisor and current executive board deem it unnecessary. A record does however need to be kept of the winners.

### **Article V-Duties of Officers**

All duties of Belvidere High School Student Council Officers will be stated in the Constitution and By-Laws.

### **Article VI- New Members**

Any new member that joins in the middle of the school year will not be permitted to vote until their third meeting. New members may join at any meeting and may leave the council as long as he/she is not an elected officer. It will be the executive board secretary's duty to keep records of new as well as returning or current members. All members attending the

first meeting of the new year are permitted to vote during the meeting. This includes the incoming Freshman class, not just returning members.

### **Article VII- Executive Board/New Year Turn Over**

The newly elected executive board may take over when determined by the advisor and or the current executive board. The new year may not begin officially until incoming Freshmen are eligible to attend the first meeting.

### **Article VIII- Summer Meetings**

The council may host summer meetings as approved by the administration and the advisor. The meetings will be called by the President of the executive board.

### **Article IX- Amendments**

Any and all amendments to the Constitution or By-Laws must be submitted in writing to the By-Laws Chairperson by his/her deadline. Exceptions to amendment approval can be determined by the executive board on each individual basis.

### **Article X- Executive & General Meetings**

**Section 1** All general assembly meetings shall be conducted by the President. In the absence of the President, the order of succession shall be the Vice President, Secretary, Treasurer, Honor Council Chairperson, and then the Public Relations Officer. In special circumstances, the President may allow for exceptions for allowing a designee to run a meeting.

**Section 2** The President shall preside over all executive committee meetings. In the absence of the President, the order of succession shall be the Vice President, Secretary, Treasurer, Honor Council Chairperson, and then the Public Relations Officer.

**Section 3** During the monthly executive board meetings where class Presidents are present, only the executive board may approve or decline executive motions, unless in special circumstances where they are asked to vote. Class Presidents that are unable to attend the monthly executive board meetings must provide another officer to attend the



meeting. The order of succession after President shall be the Vice President, Secretary, then the Treasurer. Class officers attending the executive board meeting may be asked to step out of said meeting if advised by the executive board in order to go into executive session.

**Section 4** The sole purpose of class Presidents/officers attending a monthly executive board meeting is to allow them to have more involvement in Student Council affairs. No more than one officer from each class is allowed to attend executive board meetings unless asked by the executive board. Class officers shall report information back to their respective class board.

### **Article XI- Constitution/By-Laws**

The Constitution and By-Laws of the Belvidere High School Student Council will serve as the highest authority of the council. This handbook may not conflict with any rules stated in either document.

### **Article XII- Induction Ceremony**

The Student Council shall hold an annual induction ceremony for its newly elected executive board members. The event location, date, and time will be determined by the advisor and current executive board.

### **Article XIII- Vacancies**

**Section 1** In the case of executive board vacancies, the current and or newly elected executive board may receive applications for the positions that are vacant no later than August 31st. Exceptions can be made accordingly by the executive board and the advisor.

**Section 2** In the case of class officer vacancies, the executive board may receive applications throughout the entire school year until the spots are filled accordingly. Spots do not have to be filled if the President and Advisor deem it is not a necessity.

**Section 3** After the annual Spring election, all applicants for executive board and class officer positions may be asked to meet for an interview with the executive board, unless the executive board deems it unnecessary for said candidate.

**Section 4** In the case that a committee head is vacant, the President of the executive board

shall temporarily discharge the committee or allow for combining committees together. If the positions of Vice President (By-Laws Chairperson) and Public Relations Officer (Publicity) are vacant, the President should consider exceptions for the vacant heads.

### **Article XIV- Points System**

The points system of the council shall be decided upon by the President and the Secretary of the executive board. Points will earn eligibility on retreats, conventions, workshops, and other council functions. The value and meaning of points will also be determined by the President and the Secretary. If a member falls below the minimum number of points, he or she may lose their membership rights. Members may regain points from outside council opportunities set by the President. Members that do not meet the requirement per nine weeks will be put on probation. The executive board shall determine the member's status at their discretion.

### **Article XV- Affiliations**

The Belvidere High School Student Council shall maintain an active membership in the North Central District, Illinois Association of Student Councils, and National Association of Student Councils.

### **Article XVI- Parliamentary Procedure**

Robert's rules of order shall be the standard Parliamentary Procedure of this organization and shall govern all cases not otherwise covered in this constitution. The organization shall go by the newly revised edition of Robert's Rules of Order.

### **Article XVII- Graduation Stoles**

The Student Council shall purchase graduation stoles for the graduating Seniors that have held an elected position during their Senior year. The protocol shall be white stoles for executive board members and gold stoles for Senior Class Officers. The imprinting shall say "STUDENT COUNCIL (Left Side) PRESIDENT/VICE PRESIDENT/SECRETARY/TREASURER/HONOR COUNCIL CHAIR/PUBLIC RELATIONS OFFICER (Right Side) for executive board stoles, and "SENIOR CLASS (Left Side) PRESIDENT/VICE PRESIDENT/SECRETARY/TREASURER (Right Side) for Class Officers.

Additional designs are acceptable, such as logos, graduation year, etc. as long as the students and administration agree. Students should expect to cover the costs, however depending on a given year the Student Council may cover the costs of the stoles as an incentive. The Administration is subject to approval of graduation stoles and their designs. Students may keep their stoles, however, if the administration and Student Council decides to order a set for permanent school use, students will not be entitled to keep the stole and shall not be expected to cover those costs. The Student Council **MUST** ensure that stoles are bought or supplied annually for the students, and may not discontinue without consultation with the administration.

\*This handbook may be revised at any time to suit the Student Council of Belvidere High School. It must not conflict with any other governing documents of this organization and can only serve as guide for the student council. This handbook must be approved at the beginning of each academic school year by the new executive board.

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Signature of President

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Signature of Advisor

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Signature of Principal

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Date

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Date

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Date

This handbook was approved on: **August 7th, 2015**

With additions made on: