

## **High School Class Officers Rules and Expectations**

### **Eligibility Criteria for Nomination:**

Students entering grades 9-12 that are interested in serving as a class officer will need to meet the following criteria to be eligible for nomination:

- Be a member of the class they are representing
- Be in good behavior and academic standing per the Student Handbook & Activities Code of Conduct
- Submit a statement in writing stating why they want to serve in a particular role as class officer and what they will contribute to their class by the deadline set by Class Advisors

### **Expected Conduct while Serving in Office:**

Students elected to class officer positions are expected to maintain good standing and represent their student body in a positive way including:

- Have a positive and cooperative attitude, with conduct above reproach, at school and in the community.
- Set the example of behavior and spirit for the student body.
- Support all initiatives and activities on behalf of their class.
- Support all programs sponsored by Elcho High School.
- Support and respect the faculty and administration.
- Maintain a positive working relationship with the Class Advisor.
- Support and show concern for the well being of fellow students.
- Support and maintain a quality image to the community and school
- Provide services to the students, faculty, administration and community.

### **Officer Duties (these are the minimum expectations of an officer):**

Class President:

- Lead all scheduled class meetings using Robert's Rules of Order.
- Listen to and consider the ideas and opinions of all members of the class.
- Create meeting agendas in consultation with the Class Advisor.
- Communicate meeting dates, times, and locations with all members of the class.
- Take initiative in the planning of class activities such as fundraisers, Homecoming events, Prom work sessions, graduation planning, etc.
- Ensure that officers and/or committee members are completing their duties.
- Behave in a manner that is befitting of a president.

Class Vice President:

- Fill in for the President in leading class meetings using Robert's Rules of Order as needed.
- Attend and participate in all class meetings
- Replace the President if they are removed from office.
- Listen to and consider the ideas and opinions of all members of the class.
- Assist the President in ensuring that Class Officers and/or committed members are completing assigned duties.
- Assist and participate in class activities, such as fundraisers, Homecoming events, Prom work sessions, graduation planning, etc.
- Behave in a manner that is befitting of a vice president.

#### Class Treasurer:

- Attend and participate in all class meetings
- Listen to and consider the ideas and opinions of all members of the class.
- Serve as a liaison between the school business office and the class regarding the fund balance in the class account.
- Keep a detailed record of class funds (incoming and outgoing) within the class' GoogleClassroom under Class Budget- Treasurer's Report.
- Assist the class advisor in the planning of class fundraisers.
- Assist and participate in class activities, such as fundraisers, Homecoming events, Prom work sessions, graduation planning, etc.

#### Class Secretary:

- Attend and participate in all class meetings.
- Listen to and consider the ideas and opinions of all members of the class.
- Record detailed notes of all class meetings. After being approved by advisor, notes are to be entered into the class' GoogleClassroom under Class Meeting Notes
- Share out information to interested parties regarding class activities (i.e. sending emails to staff about an upcoming fundraiser or event).
- Assist and participate in class activities, such as fundraisers, Homecoming events, Prom work sessions, graduation planning, etc.

#### Student Misconduct/Failure to Serve:

Any class officer that engages in behavior that would be deemed a violation of the student handbook and/or activities code of conduct may be subject to removal from office per the guidelines below:

- The class advisor will be notified of a potential violation by administration.
- A meeting will be held with the class officer, Class Advisor, and Activities Director or Principal.
- If the student officer's conduct is deemed in violation of the expectations for a representative of the class, the student will be removed from office for a minimum of one semester.
  - The student officer may be eligible for reinstatement at semester if they complete 10 hours of school/community service and have no other behavior infractions. This will be outlined by the Class Advisor, Activities Director, and Principal.
  - Repeat offenses will result in a permanent loss of officer privileges for the remainder of high school.
  - Failure to participate in the meeting as described above will result in immediate removal from the officer position for the remainder of high school with no opportunity to be re-elected in future years.

Any class officer that fails to meet expectations or complete duties as described above may be subject to removal from office per the guidelines below:

- The class advisor will be notified of a potential "failure to lead" by administration.
- A meeting will be held with the class officer, Class Advisor, and Activities Director or Principal. Other class officers may be invited to attend as well.
  - A plan of action will be developed to assist the officer in completing their assigned duties. Failure to agree to the plan of action will result in immediate removal for the remainder of the school year.
  - Repeat offenses will result in a permanent loss of officer privileges for the remainder of high school.

- Failure to participate in the meeting as described above will result in immediate removal from the officer position for the remainder of high school with no opportunity to be re-elected in future years.