



## Student Body Officer Application

### Introduction

#### **Student Council Overview**

A Student Council is a group of elected and volunteer students working together within the framework of a constitution or bylaws to provide a means for student voice and assistance in school events and activities, and gives opportunities for student experience leadership along with encouraging student / staff / community relationships.

Through projects and activities, student councils work to:

PROMOTE LEADERSHIP  
PROMOTE CULTURAL VALUES  
PROMOTE INCLUSIVITY  
PROMOTE COMMUNITY

LMS SCA is a group of student leaders who work to collaborate with others to impact our school community, which impacts our town, which impacts our state, which impacts our country, which changes the world!

#### **Requirements for all class officers:**

1. Maintain exemplary, positive behavior as representatives of Lewisville Middle School.
2. Maintain a 2.0 grade point average.
3. Function in the capacity designated by this document.
4. Attend all scheduled meetings and events, unless excused and approved by advisers.
5. Recommended to **not** hold office for any other club or organization.

#### **Brief overview of the duties:**

**Student Body President** - Propose the goal and direction of Student Council over the length of his/her administration.

Plan and conduct Officer, Class Representative & Club Representative meetings with Advisers.

Shall preside over meetings. In collaboration with the Student Council Adviser, prepare a written agenda for all regular Student Council meetings. Represent the association on all public occasions and student council events when feasible.

**Vice-president** – Fulfill duties of President/any officer in his/her absence. Shall act as official host for Student Council visitors. Shall assume Presidency in case of a vacancy.

**Secretary** – Records minutes at all meetings. Publishes and distributes minutes at subsequent meetings.

Takes and keeps an official record of meeting attendance. Keeps a record of minutes. Coordinates public relation materials relevant to the organization. Reads all incoming correspondence and at the direction of the Student Council Adviser corresponds with other persons/organizations. Establish a system for historical record-keeping.

**Parliamentarian** - Organizational expert on “Robert's Rules of Order”.

Monitors and provides directions for the organization related to “Robert's Rules of Order” for conducting all meeting and organizational business activities. Reviews the meeting agenda to provide recommendations that will maximize the benefits of “Robert's Rules of Order”. Also, will help the secretary establish a system for historical record-keeping.

**Part One:** Application-1% of the total process.

Complete application attached: This counts 1% of the total process. Read all requirements, date and return to Mrs. Burris [dmburris@wsfcs.k12.nc.us](mailto:dmburris@wsfcs.k12.nc.us).

**Part Two:** Letter of Intent- 33% of the total process.

Students must create a one-page essay explaining how they intend to use their position at Lewisville Middle School to the best of their ability. Students must explain not only how they can make the school and community a better place, but they must also lay out a plan for the year and how they believe student government can help them achieve completion of that plan. Students also need to mention if they have ever served in a leadership capacity before and if they were successful and mention some goals they have chosen to achieve while they are in middle school. Letters can be typed or NEATLY handwritten and must include: Name of applicant, position seeking, date, signature and be one page in length. Letters will be used in the interview process mentioned in part three of this application. Return the letter of Intent with your application to Mrs. Burris [dmburris@wsfcs.k12.nc.us](mailto:dmburris@wsfcs.k12.nc.us).

**Part Three:** Interview- 33% of the total process.

Applied students will be interviewed during the month of September for the 2021-22 school year. Students may be interviewed before school, at lunch or after school. Questions will be based off a set list and also items mentioned in your letter of intent. We also use this time to get to know you as an individual and to also allow you a chance to meet an Administrator, the Adviser and Grade level Advisers. Interviews take anywhere from 5-15 minutes. This will also give you a chance to ask any questions you may have about your duties and responsibilities as an officer.

**Part Four:** Elections- 33% of the total process.

Elections will take place in the month of September for the 2021-22 school year. Votes will be tallied and applied to the student's total score from the application, letter of intent and interview. This is not a popularity contest and is designed to teach our students the democratic processes of a fair election.

*How this works:* Students will be assessed on how well they form their letter of intent, interview and handle the election process. Any violation of election procedures or suspected cheating will disqualify a student at the discretion of the advisers and administration. Percentages will be based in a rubric used for the interview and letter of intent parts of the application and will be judged by the advisors and administrators. Any portion of the process not completed will be counted as a "0" for that participant.

	1% Application
+	33% Intent Letter
+	33% Interview
+	<u>33% Voting</u>
=	100% participation in the process

\*Interviews and Elections will take place at the beginning of the school year.  
If you have any questions, email Mrs. Burris [dmburris@wsfcs.k12.nc.us](mailto:dmburris@wsfcs.k12.nc.us)

# Lewisville Middle School

## Student Council Officer Application

Name \_\_\_\_\_

Phone number \_\_\_\_\_ Grade \_\_\_\_\_ School e-mail: \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

I am applying for the office of \_\_\_\_\_

Please list 3 teachers who support your endeavor for class office. These teachers need to have taught you in the 2020-21 school year.

Teacher #1	Teacher #2	Teacher #3
Printed Name	Printed Name	Printed Name
Email address	Email address	Email address

**Part One:** 1% of the process.

I agree to abide by the requirements for the office I am seeking and the requirements established in our charter. Failure to do so may result in no longer serving as a Lewisville Middle School Student Body Officer.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

I agree for my student to run for a class office and understand he/she is making an important commitment to the student body of Lewisville Middle School.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please attach this application to your letter of intent and submit to**

**Mrs. Burris [dmburris@wsfcs.k12.nc.us](mailto:dmburris@wsfcs.k12.nc.us)**

**no later than July 15<sup>th</sup>**