

The Woodlands High School Student Council

Notice to all students running for *elected* **Executive Offices**
 Executive Offices - Student Body President and VP, Class Presidents and VPs (9th & 12th),
 Executive Board Coordinator, Senior Class Coordinator, Secretary

General Requirements:

- The candidate must have an overall GPA of at least 2.5.
- The candidate, if appointed or elected to office, must maintain passing grades in all classes
- The candidate must have been a member of Student Council, in good standing, for at least one year
- The candidate must be able to attend **ALL MEETINGS**
- The candidate must have lettered for the current year
- The candidate must obtain their Grade Level Principal's verification of conduct
- The candidate will be required to complete the application attached
- If you, the candidate, do not meet the requirements, you must confer with Mrs. Gartner in room 241 during lunches before completing the application or see Mrs. Parsley in room 217.

Requirements for Elected Officer Candidates:

- As an Executive Officer, you must be prepared to attend District and State conventions during the course of the year. Student Council Executive Officers **are expected** to be in the Student Council class period. Additionally, Student Council Executive Officers must attend **ALL MEETINGS**, unless you inform Mrs. Gartner **AND** the Student Body President of why you cannot attend.

Procedure for Filing for Office:

The attached application and petition is to be completed and returned to Mrs. Gartner at the Senior Campus or Mrs. Parsley at the 9th Grade Campus **by 2:45 PM on Thursday, April 18 if you want to be eligible to run and have your name on the ballot.** There will be no exceptions to the deadline. You must have Mrs. Gartner or Mrs. Parsley sign your form to indicate that you are eligible to run, as all candidates are subject to sponsor approval.

Campaigning:

- Each candidate is allowed to put up posters beginning **April 22**. These posters must be turned in for approval to Mr. Ubernosky at the 9th Grade Campus and Mr. Muehler at the Senior Campus.
- Please make sure posters **DO NOT** refer to other candidates either directly or indirectly as this may result in your disqualification.
- Use masking tape to hang up posters. **Posters are to be removed immediately following the election.** Posters should be no larger than 20" x 30", standard poster size.

- **Personal campaigning is allowed the day of the election-day only (social media, handing out trinkets, etc.)** Any violation of this policy may result in your disqualification.
- The election will be **April 24 Freshman Campus and April 25 Senior Campus**. To reiterate, **ALL** campaign materials must be taken down immediately following the election.
- ****Note:** An election will be held **only** if a position is contested. If there are not at least two candidates for a position, no election will be held. The single candidate will assume the position by default.

The Speech:

Each candidate will need to prepare a speech that will address his/her qualifications and why he/she wants the officer position.

- **The speech may NOT be longer than two minutes**
- **The speech must be turned in with your application by Thursday, April 18th.**
- The speeches will be delivered via intercom to all classrooms on election day **April 24th** Freshman campus and **April 25th** Senior campus.

Disqualification Criteria:

1. Violation of campaign guidelines as outlined above
2. Failure to follow speech guidelines and outline
3. Falsification of application form
4. Not meeting all deadline requirements
5. Any action deemed inappropriate by the Student Council sponsor

Your Election:

After the election is over, **your job has just begun**. Student Council Executive Officers shall consider their position as the most important in the school. **You have made a commitment to the entire Student Body, staff, and administration**. Therefore, you will be expected to follow The Woodlands High School's guidelines for participation in extracurricular activities. Remember, if you become involved in too many activities, you can do none of them well. **Student Council requires extensive time and commitment both in and out of school**. Think seriously about your commitment. Good luck!

The Woodlands High School Student Council

Notice to all students running for *appointed* **State Committee Chair(s) and Club Officers**

State Committee Chair Officers - Community Service, DASH, Energy, Pride and Patriotism
Club Officers - Parliamentarian, Community Liaison, Historian, Philanthropy, Public Relations,
Special Projects, Student Support

General Requirements:

- The candidate must have an overall GPA of at least 2.5.
- The candidate, if appointed or elected to office, must maintain passing grades in all classes
- The candidate must have been a member of Student Council, in good standing, for at least one year
- The candidate must be able to attend **ALL MEETINGS**
- The candidate must have lettered for the current year
- The candidate must obtain their Grade Level Principal's verification of conduct
- The candidate will be required to complete the application attached
- If you, the candidate, do not meet the requirements, you must confer with Mrs. Gartner in room 241 during lunches before completing the application or see Miss Hart in room 217.

Requirements for Appointed Officer Candidates:

As a State Committee Chair or Club Officer, you must be prepared to attend District and State conventions during the course of the year. Student Council State Committee Chair and Club Officers **are expected** to be in the Student Council class period. Additionally, Student Council State Committee Chair and Club Officers must attend **ALL MEETINGS**, unless you inform Mrs. Gartner **AND** the Student Body President of why you cannot attend.

Procedure for Filing for Office:

The attached application and petition is to be completed and returned to Mrs. Gartner at the Senior Campus or Mrs. Parsley at the 9th Grade Campus by **2:45 PM on Thursday, April 18** if you want to be eligible to be appointed. There will be no exceptions to the deadline. You must have Mrs. Gartner or Miss Hart sign your form to indicate that you are eligible to be appointed, as all candidates are subject to sponsor approval. At a later date, assuming your eligibility, you will be contacted to schedule an interview with the Executive Officers. **Interviews will be held after school in Room 241 - DATE TBD**

The Woodlands High School Student Council

All Officer Position Descriptions

*Note: list of duties and job responsibilities are NOT extensive

Requirements for ALL OFFICER POSITIONS:

- Must attend **ALL MEETINGS**, unless you inform Mrs. Gartner **AND** the Student Body President with the reason of why you cannot attend
- Must attend all scheduled General and Officer Student Council meetings
- Must attend the summer planning session
- Must earn at least 50 points per nine weeks
- Encouraged to attend the annual Texas Association of Student Council (TASC) convention

Executive Offices:

Student Body President: All candidates must be classified as seniors at the beginning of the ensuing class year and must have been an Officer of Student Council for **two years** OR for **one year** while being in the Student Council Leadership Class.

- Call special meetings if necessary
- Preside over all meetings of the Student Council
- Serve on all committees in an ex officio capacity
- Announce the results of Student Council administered elections
- Be the official school representative at any intra- or inter- school activity
- Approve and be informed of all committee meetings and projects
- Be the chairperson of the schoolwide Student Leadership Council
- Read announcements via intercom every morning
- Prepare an agenda for each meeting
- This position requires compiling the Outstanding Student Council binder for TASC
- Must take the Student Council class

Student Body VP: All candidates must be classified as seniors at the beginning of the ensuing class year and must have been an Officer of Student Council for **two years** OR for **one year** while being in the Student Council Leadership Class.

- Act as President in the absence of President
- Act as an assistant to the President at all meetings
- Ensure the Student Council Constitution is enforced
- Approve and be informed of all committee meetings and projects
- Must collect and keep a record of committee reports immediately following the conclusion of every project
- Assist the President in the preparation of the State Report
- This position requires assisting in compiling the Outstanding Student Council binder for TASC
- Must take the Student Council class

Class Presidents: Candidates must have lettered for the current year in Student Council

- Be a liaison between Student Council and the members of the class
- Schedule events, meetings, and activities for you class
- Assist in planning and executing Student Council projects
- Senior Class President only: oversees and ensures the successful execution of Homecoming, Prom, Mr. Woodlands, the Red & Green Parade Float in conjunction with the Executive Board Coordinator and the Senior Class Coordinator
- Senior Class President only: oversees the work of the Executive Board Coordinator and Senior Class Coordinator
- Must take the Students Council class

Class VPs: The Class VP position is open to the **Freshman** and **Senior** Classes only. Candidates must have lettered for the current year in Student Council

- Be a liaison between Student Council and the members of the class
- Assist in planning and executing Student Council projects
- Preside over activities when the Class President is absent
- Must assist the Class President at all activities
- Senior Class VP only: helps the President ensure the successful execution of Homecoming, Prom, Mr. Woodlands, the Red & Green Parade Float in conjunction with the Executive Board Coordinator and the Senior Class Coordinator
- Senior Class VP only: helps oversees the work of the Executive Board Coordinator and Senior Class Coordinator
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Executive Board Coordinator: Candidates must be a **Senior** and have lettered for the current year in Student Council

- Works in conjunction with the Senior Class President and VP
- Oversees the work of the Senior Class Coordinator
- Oversee and execute major projects such as Homecoming, Mr. Woodlands, and any other new projects
- Keep a binder in which all contacts, orders, phone calls, etc. are logged
- Assist in the planning and executing of any Student Council project
- Must take the Student Council class

Senior Class Coordinator: Candidates must have lettered for the current year in Student Council

- Assist the President in planning for all class projects, especially Red and Green Parade and Prom
- Keep a binder in which all contacts, orders, phone calls, etc. are logged
- Assist in the planning and executing of any Student Council project
- Must take the Student Council class

Secretary: Candidates must have lettered for the current year in Student Council

- Prepare in writing in appropriate form the minutes of all meetings
- Present and approve prior meeting minutes at the beginning of every meeting
- Record the results of Council votes and add passed amendments to the Constitutions
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

State Committee Chairs:

Community Service, DASH, Energy, Pride and Patriotism: Candidates must have lettered for the current year in Student Council

- Plan and execute at least one project per meeting
- Compile and write summaries for your committee for inclusion in the State binders
- Keep an organized file of all committee meetings, project summaries, activities, etc.
- These positions require a binder to be made for TASC
- For Community Service - Plans mostly weekend, multi-hour volunteering events
- For DASH - Hosts and promotes anything about drug/alcohol awareness
- For Energy - Promotes saving the planet and is responsible for bulletin board near theater
- For Pride and Patriotism - One of the most involved jobs and oversees most projects
- Must take the Student Council class

Club Offices:

Parliamentarian: Candidates must have lettered for the current year in Student Council

- Keep and maintain a membership role with an accumulated point total
- Must maintain an updated membership point total and have it available at every meeting
- Check the Instagram, Email, and Snapchat (chats) for members attending events
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Community Liaison: Candidates must have lettered for the current year in Student Council

- Community Liaison places an emphasis on outside, recurring bi-weekly Community Service events, such as Regent Care Bingo or Brightlife
- Plan and execute at least one project per meeting
- Compile and write summaries for your committee for inclusion in the Community Service State binder
- This position falls under the State Committee Chair Community Service
- Keep an organized file of all project summaries, activities, etc.
- This positions requires summaries to be added to the Community Service binder for TASC
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Historian: Candidates must have lettered for the current year in Student Council

- Report Student Council news and events to the school paper
- Make a yearly history photo collection of the Student Council
- Submit photos to State Committee Chairs and the Student Body President for inclusion in TASC binders
- Maintain the Student Council bulletin board by the Library on the second floor
- See that the pictures are taken at all Student Council functions
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Philanthropy: Candidates must have lettered for the current year in Student Council

- Philanthropy places an emphasis on collecting donation items for school wide projects and supporting Community Service on their committee projects
- Plan and execute at least one project per meeting
- Compile and write summaries for your committee for inclusion in the Community Service State binder
- This position falls under the State Committee Chair Community Service
- Keep an organized file of all project summaries, activities, etc.
- This positions requires summaries to be added to the Community Service binder for TASC
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Public Relations: Candidates must have lettered for the current year in Student Council

- Post social media announcements, not limited to Snapchat (stories), Instagram posts/stories, Twitter tweets, and any additional method
- Update the website and link most recent meeting agenda
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Special Projects: Candidates must have lettered for the current year in Student Council

- Special Projects places an emphasis on projects that don't fit into any particular committee and can include posters, volunteering, or donations
- Plan and execute at least one project per meeting
- Compile and write summaries for your committee for inclusion in the Pride and Patriotism State binder
- This position falls under the State Committee Chair Pride and Patriotism
- Keep an organized file of all project summaries, activities, etc.
- This positions requires summaries to be added to the Community Service binder for TASC
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Student Support: Candidates must have lettered for the current year in Student Council

- Compile a list of school-wide activities (sports, shows, musicals, etc.) for every meeting
- Encourage student body participation in extracurricular events and support for TWHS
- Hype up event attendance and help pick themes for spirit at the games
- Must take the Student Council class (unless approved not to by Mrs. Gartner)

Executive Officer Application

(Student Body President and VP, Class Presidents and VPs (9th & 12th), Executive Board Coordinator, Senior Class Coordinator, Secretary)

PLEASE attach a copy of speech and turn in with application

Name: _____ Grade Level: _____

Phone: (_____) _____ - _____ Email: _____

Position Running For: _____

MANDATORY: YOU MUST ATTACH A COPY OF YOUR REPORT CARD/TRANSCRIPT!

Please answer the following questions and **attach** your answers to this application:

1. List all other activities/extracurriculars/organizations that you are involved in (school and community):
2. An Executive Student Council Officer is a top leadership position. What qualifications do you have that you can utilize in this role?
3. What ideas do you have to improve the image of The Woodlands High School Student Council in the student's eyes as well as in the eyes of the faculty and community? Explain the goals and ideas you would like to accomplish through having this position.
4. Can you make the commitment to be part of the Student Council class? If not at all, why?
5. Do you understand that you must attend **ALL MEETINGS** unless you inform Mrs. Gartner **AND** the Student Body President of why you cannot attend? (Yes/No)

** The **entire application** must be completed before obtaining signatures! Please be sure all blanks are filled in and signatures obtained before returning your application! **

Parent Signature: _____

Student Signature: _____

Student Council Sponsor Approval: _____

Grade Level Principal Approval: _____

Comments on Conduct: (no ISS or DAEP)

Appointed Officer Application

(Community Service, DASH, Energy, Pride and Patriotism, Parliamentarian, Community Liaison, Historian, Philanthropy, Public Relations, Special Projects, Student Support)

Name: _____ Grade Level: _____

Phone: (_____) _____ - _____ Email: _____

Position Running For: _____

MANDATORY: YOU MUST ATTACH A COPY OF YOUR REPORT CARD/TRANSCRIPT!

Please answer the following questions and **attach** your answers to this application:

1. List all other activities/extracurriculars/organizations that you are involved in (school and community):
2. As an Officer, you represent our Student Council as a whole. What qualifications do you have that you can utilize in this role?
3. What ideas do you have to improve the image of The Woodlands High School Student Council in the student's eyes as well as in the eyes of the faculty and community? Explain the goals and ideas you would like to accomplish through having this position.
4. Can you make the commitment to be part of the Student Council class? If not at all, why?
5. Do you understand that you must attend **ALL MEETINGS** unless you inform Mrs. Gartner **AND** the Student Body President of why you cannot attend? (Yes/No)

** The **entire application** must be completed before obtaining signatures! Please be sure all blanks are filled in and signatures obtained before returning your application! **

Parent Signature: _____

Student Signature: _____

Student Council Sponsor Approval: _____

Grade Level Principal Approval: _____

Comments on Conduct: (no ISS or DAEP)