

STUDENT COUNCIL ELECTION INFORMATION PACKET

(9th-11th Grades)

ELECTION

*Class Officer Election
--April 4th-8th

IN ORDER TO BE ELIGIBLE TO RUN FOR STUDENT COUNCIL THE FOLLOWING ITEMS MUST BE COMPLETED:

- _____ 1. Read through entire packet – Fort Collins High School Student Council Constitution, Campaign Guidelines, items to be turned in, etc.
- _____ 2. Letter of intent must have all required signatures.
- _____ 3. Check with your counselor to make sure you can add the 8th period Leadership Class. This is a requirement of being on Student Council.
- _____ 4. Letter of intent with signatures must be turned in to Mr. Baltzell or Ms. Dunn by Thursday, March 31st, 2016.

****Please see Mr. Baltzell or Ms. Dunn (Steele), Student Council Sponsors, in room L112 during 8th hour with any questions about the election process.**

edunn@psdschools.org

488-8004

nbaltzel@psdschools.org

488.8159

Fort Collins High School Student Council Letter of Intent

I, _____, am interested in running for a position on the Fort Collins High School Student Council.

I will be a _____ (freshman, sophomore, junior or senior) during the 2016-2017 school year.

I am able to take the Student Council Leadership Class, which is held during 8th hour.

I understand that I must meet the minimum grade point average requirement in order to participate on Student Council. The signature of a counselor or administrator below proves that I meet this qualification.

(All Student Council positions = 2.5 gpa & Student Body Officers = 3.0 gpa)

I attest that I have read, understand, and will comply with the Fort Collins High School Student Council constitution.

I know that Student Council is a great opportunity to learn more about leadership and to positively impact FCHS. My signature below is my promise to give of my time, energy, and enthusiasm to FCHS Student Council. I will abide by all rules and regulations as stated in the Constitution and in the class policy sheet. Furthermore, I will make this activity a priority and actively contribute to benefit FCHS.

Candidate signature / date

Parent signature / date

Counselor or Administrator / date

CAMPAIGN RULES AND GUIDELINES

Campaign rules and guidelines must be followed in order to remain eligible for Student Council elections. Infractions may constitute in removal from the election process.

- 1. You may not hang posters nor begin campaigning until the date indicated by Student Council Sponsors.**
- 2. All posters, banners, ribbons, buttons, tags or other means of advertising MUST be approved by Mrs. Watson (Front Office) or Ms. Dunn (Steele)/Mr. Baltzell. A stamp MUST be present on all posters and banners. Ms. Dunn (Steele)/Mr. Baltzell MUST have a sample of ribbons, buttons, tags or other means of advertising before the campaign begins. Keep in mind that the object is to advertise "YOU!"**
- 3. All posters, banners, or other advertisements must be removed after school on the day of elections.**
- 4. No candy, money, trinkets or any other item may be distributed.**
- 5. Do not exceed a limit of \$50 on campaign expenses.**
- 6. No campaigning in or around the election facilities will be tolerated or allowed.**
- 7. No slander or negative press of opponents running for office will be tolerated or allowed.**

The Constitution of the Fort Collins High School Student Council

Preamble

As the students of Fort Collins High School, we wish to provide an effective voice in the school community, to promote the best interests of the student body, and to provide for effective organization of student affairs.

Article I. Name

The name of this organization shall be the Fort Collins High School Student Council.

Article II. Purposes

The purposes of Student Council are as follows:

A. To be effective representatives of the student body;

B. To provide better communication between the students and the faculty, parent groups, school board, and the community;

C. To appreciate and respect all students' wants and needs;

D. To effectively organize student activities, as well as any function/event we sponsor;

E. To promote student participation at school-sponsored events;

F. To promote school spirit at Fort Collins High School.

Article III. Membership

Section 1. The Student Council shall consist of no more than 35 total members through the 2014-2015 school year. (9 Seniors, 8 Juniors, 8 Sophomores, and 8 Freshman (2 appointments by advisor))

Section 2. Any student who has not been elected to Student Council but has been permitted a seat on Student Council (i.e. foreign exchange students, replacement members, other specially designated students), shall be granted all privileges of membership.

Section 3. Dues -

A. Each member shall pay \$20 per semester for additional organizational expenses; dues should be paid during the first month of each semester.

B. Members will NOT be asked to purchase any materials needed during the course of their term for Student Council sponsored functions without reimbursement.

C. Yearly dues do not cover Retreats or Conferences although the Student Council organization strives to contribute towards these costs for each member.

D. Any student unable to afford dues should see the sponsor for a scholarship.

Article IV. Definitions of Specific Member Positions

Section 1: Definition of Positions

- A. Student Council or Council - consists of Student Body Officers and all other elected members to represent FCHS. See Appendix I: Structure of Council by Standing Committees.
- B. Class Council - consists of Class Officers and grade level representatives
- C. Student Body Officers - elected by entire student body includes: President, Vice-President, Secretary, Treasurer. Duties listed in Article VII. Eligibility listed in Article V, section 1, B.
- D. Class Officers - Represent each class: President, Vice-President, Secretary, and Treasurer. Duties listed in Article VIII. Election Process listed in Article V, sec. 5.
- E. Executive Committee - includes Sponsor, Student Body Officers and Co-Chairs for Standing Committees. Refer to Article IX, sec. 2.
- F. Co-Chairs for Standing Committees -
 - 1. Appointed positions to chair Standing Committees with Student Body Officers.
 - 2. Definitions and Requirements of Standing Committees listed in Article IX, sec. 1.
- G. Parliamentarian - Sponsor
- H. Additional Committees will be formed as needed. Each will be announced at meetings, and positions will be filled through an application/interview process with Executive Committee.

Article V. Eligibility and Elections

Section 1. Eligibility

- A. Any student of Fort Collins High School is eligible to run for Student Council; however, they must complete and meet all requirements outlined in Article V, section 2.
- B. Any junior, who is currently a member of FCHS Student Council, may run for a Student Body Office.
- C. Students running for Student Body Officer Positions must also go through a formal interview with the Student Council Sponsor, 1 counselor, and 1 administrator.

Section 2. Elections

- A. An Election Packet will be made available to the student body preceding Student Body Officer Elections. Said packet shall include:
 - 1. Checklist of all Requirements
 - 2. Mandatory Meeting and Deadline Dates
 - 3. Campaign Rules and Guidelines
 - 4. Letter of Intent Form
 - 5. GPA Verification Form with provisions for extenuating circumstances
 - 6. Constitution with candidate/parent signature sheet
- B. All guidelines, meeting/deadline dates, and other stated requirements must be adhered to or the candidate forfeits the right to run for office.
- C. All requirements must meet standards set or the candidate forfeits the right to run for office and will be notified of the forfeiture by sponsor.

Section 3. Term of Duty

- A. All FCHS Student Council members will serve from the date of the election one year to the Banquet
The following year.

Section 4. Date of Elections

- A. Elections will be broken into 2 parts:

--Student Body Officer Elections

--Class Representative Elections

--Freshman Class Officer Elections (Application Process)

- B. The specific dates of each election will be determined by the Student Council Sponsor and the Activities Director.

Section 5. Voting

- A. Any member of the student body of Fort Collins High School may cast a secret ballot for each of the candidates for the Student Body Offices; the 4 students receiving the most votes will then choose the Student Body Office they wish to hold. The student receiving the most votes chooses first, then the next, and so on. All remaining students from the Student Body Officer election will automatically be entered into the second election - Class Representatives.
- B. Current Juniors will vote on 5 students to represent their class for the next term of office - Senior Representatives. The 4 students receiving the most votes will then choose the Class Office they wish to hold. The student receiving the most votes chooses first, then the next, and so on.
- C. Current Sophomores will vote on 8 students to represent their class for the next term of office – Junior Representatives. The 4 students receiving the most votes will then choose the Class Office they wish to hold. The student receiving the most votes chooses first, then the next, and so on.
- D. Current Freshman will vote on 8 students to represent their class for the next term of office- Sophomore Representatives. The 4 students receiving the most votes will then choose the Class Office they wish to hold. The Student receiving the most votes chooses first, then the next, and so on.
- E. Current 8th Graders will run for FCHS Student Council through an application process. Students will complete the application as well two teacher recommendation forms.
- F. Advisor may appoint 2 members who were not selected during the election process

Section 6. Vacancy of Student Council Position

- A. If for any reason a vacancy should occur in the office of president, the vice-president will automatically assume the position and the responsibilities of the president - Student Body and Class.
- B. The succession of remaining officers may occur at their discretion. All other vacancies for office will be filled by interested candidates within said Student Council chosen by a majority vote. Executive Committee will interview interested candidates. Candidates must present a speech to Council prior to election.
- C. Vacancy of Council representatives may be filled by the student body at large. The student body will then be notified of vacancy and procedure. Executive Committee will conduct personal interviews. Council will vote after candidate speeches to council. Student Council may also elect NOT to fill council representative vacancy.

Article VI. Removal of Members

Section 1. Members of FCHS Student Council may be removed for any or all of the following reasons:

- A. Failure to adequately represent the student body.
- B. Failure to carry out their duties as members.
- C. Behavior which is detrimental to the welfare and best interests of the school, the student body OR the Student Council.
Refer to FCHS Student Handbook and CHSAA Guidelines.
- D. Failure to comply with classroom policies.
See Appendix II: Election Packet - Leadership Class Policy Sheet.
- E. Frequent Attendance infractions

Section 2. Such actions shall be subject to the approval of the Student Council sponsor in conjunction with the Assistant Principal/Activities Director or any administrator at Fort Collins High School. Impeachment can be initiated by the Executive Committee and will require support from 2/3 of the Student Council. Removal shall be subject to the approval of the Student Council sponsor in conjunction with the Assistant Principal/Activities Director or any administrator at Fort Collins High School.

Section 3. A petition to re-assume membership after said removal may be granted for the following semester. The petitioner must write a letter stating reasons to re-gain membership. The Administrative Team will review petition, confer with Sponsor and Executive Committee and a final decision will be made jointly.

Article VII. Student Body Officers

Section 1. The officers of the Student Council shall consist of a President, Vice- President, Secretary, and Treasurer, who shall be elected as provided in Article V.

Section 2. The duties of the officers shall be as provided herein:

A. Student Body President

1. Shall preside at all Council and Executive Committee meetings;
2. Shall co-sign/approve with the Co-Chair and Sponsor all contracts, permits, etc...after receiving approval of the Student Council;
3. Shall preside, whenever possible, over all Student Council financed and/or sponsored events or assemblies;
4. Shall exercise the power to veto when deemed necessary;
5. Shall serve on and perform duties of Executive Committee;
6. Shall serve as Co-Chairperson of President's Committee;
7. Site-based Management Team - attend meetings as required;
8. Supervise the functioning of the elected student body officers;
9. Represent the student body at school district, civic events and other meetings when deemed necessary.

B. Student Body Vice President

1. Shall assume all duties of the President in his/her absence;
2. Shall render such assistance as the President shall require;
3. Shall serve on and perform duties of Executive Committee;
4. Shall serve as Co-Chairperson of Vice-President's Committee;
5. Represent the student body at school district, civic events and other meetings as requested by the president;
6. Counsel with the president on issues regarding the student body.

C. Student Body Secretary

1. Shall keep accurate minutes of all meetings of the Council and the Executive Committee and shall present same at each meeting of the Council;
2. Shall maintain the student body files;
3. Shall prepare agendas for Council meetings;
4. Shall serve as Co-Chairperson of Secretary's Committee;
5. Represent the student body at school district, civic events, and other meetings as requested by the president;
6. Shall serve on and perform duties of Executive Committee;
7. Shall conduct the general correspondence of the Council in conjunction with sponsor, president and committee chairpersons as needed;
8. Shall serve as liaison with all appointed Corresponding Secretarial positions - Thank You Card/Birthday Card Writer, Photographer, Scrapbook Creator, etc....
9. Shall type material for Council as needed.

D. Student Body Treasurer

1. Shall keep complete and accurate records of Council accounts in conjunction with sponsor and President;
2. Shall present budget proposals for each sponsored event in conjunction with sponsor, president, and committee chairpersons;
3. Shall serve on and perform duties of Executive Committee;
4. Shall serve as Co-Chairperson of Treasurer's Committee;
5. Represent the student body at school district, civic events, and other meetings as requested by the president.

E. Student Body Representatives -

Includes all members of Council -

1. Shall represent your class in student body issues, at class meetings, class functions and events as well as ALL required Student Council sponsored events;
2. Shall represent the student body as requested by the president;
3. Shall serve on assigned Standing Committee;
4. Shall observe class policies;
5. Shall attend Council meetings and be active in Council discussions;

6. Shall actively participate in all Council sponsored events;
7. Shall serve as voting members in Council;

Article VIII. Class Officers

Section 1. The Class Officers shall consist of a President, Vice-President, Secretary, and Treasurer, who shall be elected as provided in Article V.

Section 2. The duties of the officers shall be as provided herein:

A. Class President

1. Shall act as a liaison between their respective class, assigned Administrator, Council sponsor, and Executive Committee;
2. Shall represent their class at school meetings;
3. Shall preside over class meetings;
4. Shall coordinate committees within Class Council.

B. Class Vice-President

1. Shall assume all duties of Class President in his/her absence;
2. Shall represent their class at school meetings;
3. Shall attend and actively support class functions and meetings.

C. Class Secretary

1. Shall represent their class at school meetings;
2. Shall attend and actively support class functions and meetings;
3. Shall take minutes at class meetings;
4. Shall type material for class officers as needed.

D. Class Treasurer

1. Shall represent their class at school meetings;
2. Shall attend and actively support class functions and meetings;
3. Shall assist Administrator and other Class Officers with class fund raising projects;
4. Shall propose budgets for class events at the request of Administrator;
5. Shall prepare and maintain any financial records needed for class.

Article IX. Committees

The work of the Student Council is mainly carried on by committees. Each member of Council shall belong to one and no more than one Standing Committee, and any additional committees to which the member is appointed or volunteers. The Executive Committee is also a Standing Committee and is comprised of Student Body Officers and Co-Chairpersons of Standing Committees.

Section 1. Standing Committees

A. The Standing Committees are as follows: President's Committee, Vice-President's Committee, Secretary's Committee, and Treasurer's Committee.

B. Each Standing Committee shall be chaired by a Student Body Officer along with an appointed Co-Chairperson who may be a Junior or Senior member.

C. Duties for Co-Chairperson are as follows:

1. Jointly chair committee with Student Body Officer;
2. Preside over Committee when Student Body Officer not present;
3. Part of Executive Committee -
Must attend Executive Committee meetings and participate in decision-making for Council;
4. Appointed after elections through application/interview with Sponsor and Student Body Officers;
5. May be a Senior or Junior member.

D. Committee duties and responsibilities will be determined each spring by the new Executive Committee.

- E. For events in which Standing Committees are not chairing events, committees will have specific assignments for said events.
- F. Standing Committees are to perform all duties assigned to them by the Student Council or Executive Committee in addition to their on-going responsibilities.
- G. All committees must keep accurate records of their activities and file for future reference.
- H. All Standing Committee members must strive to attend meetings held generally twice each week and must actively seek to attend and support sponsored events.

Section 2. Executive Committee:

- A. All Student Body Officers and Co-Chairpersons of Standing Committees and the sponsor comprise the Executive Committee.
- B. The Executive Committee works together in all phases of the Council to make needed decisions, appointments, interviews, policies, etc....
- C. Each member of the Executive Committee must strive to implement the FCHS Student Council Constitution and the Leadership Class Policies.
- D. This committee shall act as an organizational and planning body for the committees and officers of Council.
- E. This committee is empowered to assign duties to the committees and to veto any committee action.
- F. Each committee member must make every effort to attend and actively support ALL Student Council-sponsored events.

Article X. Sponsor

The requirements of the FCHS Student Council Sponsor are as follows:

- A. Be a member of the faculty;
- B. Advise Student Council of the administration rules and regulations;
- C. Mediate between the student body, faculty, and the administration;
- D. Counsels with Executive Committee on all issues relevant to Council;
- E. Teaches and elaborates on leadership;
- F. Signs all Student Council documents: permits, cash reimbursements, purchase orders, contracts, correspondence, etc...;
- G. Attends all Student Council sponsored events or arranges for another faculty member to be present in conjunction with administration/Activities Director;
- H. Responsible for Classroom Policies, Guidelines, Instruction and Grading;
- I. Preside over Elections and Removal of Members in conjunction with the administration/Activities Director;
- J. Approve all dates and all financial decisions of the Council in conjunction with the administration/Activities Director.

Article XI. Administration/Authority

Any member of the Administration Team of FCHS may enact administrative authority as follows:

- A. The administration shall act as an advisory body to the Student Council;
- B. The administration shall have the power to veto any action indicated by the Student Council, but the Council shall have the opportunity to meet with the administration for further discussion;
- C. The administration shall preside over Election Procedures and Removal of Members Process in conjunction with Student Council sponsor;
- D. The administration shall approve all dates, events, fund-raisers, posters and financial matters concerning Council.

Article XII. Community Involvement

Student Council has the option of contributing to non-school related activities.

- A. Groups may apply to Student Council for consideration;
- B. Groups must sign a waiver releasing FCHS and Poudre School District from any liability associated with their activity;
- C. Groups must recognize that a contribution does not constitute a sponsorship or endorsement of the activity by FCHS or Poudre School District.

Article XIII. Voting and Amendment Procedures

Section 1: Guidelines and procedures for voting and constitutional amendments are as follows:

- A. Amendments to this constitution must be ratified by a majority vote of the entire council and must be dated;
- B. Acts of legislation may be passed in times of emergency by the majority of no fewer than two thirds of the entire student council;
- C. Acts of legislation and all voting results shall be valid if the Student Council members were notified before hand;
- D. Student Council shall take into consideration all possible solutions and ideas regarding projects and acts of legislation;
- E. Student Council members shall have time allotted to discuss advantages and disadvantages of all projects before a final vote;
- F. Any project may be passed if 52 percent or a simple majority of the members are present. At least 50 percent of the members must be present in order to validate the vote;
- G. Any vote held by Student Council may be held invalid if the administration deems absolutely necessary;
- H. Class Council shall have the right to vote individually on all matters regarding them specifically, that are not legislative. Class Councils shall use the voting procedures stated formerly.

Section 2: Ratification - The current FCHS Student Council Constitution was ratified/revised in February 2014. It was approved by: FCHS Administration Team (Mark Eversole, Jen Roth, Joe Ahlbrandt, Skip Caddoo, Rob Larson), FCHS Student Council Sponsors (Melissa Schaeffer, and Emily Steele), FCHS Constitution Committee (McKaylee Thurgood, Marinna Dille, Kelsey Stout, Ellie Goodspeed).

