



# Student Council Handbook



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## MOTTO

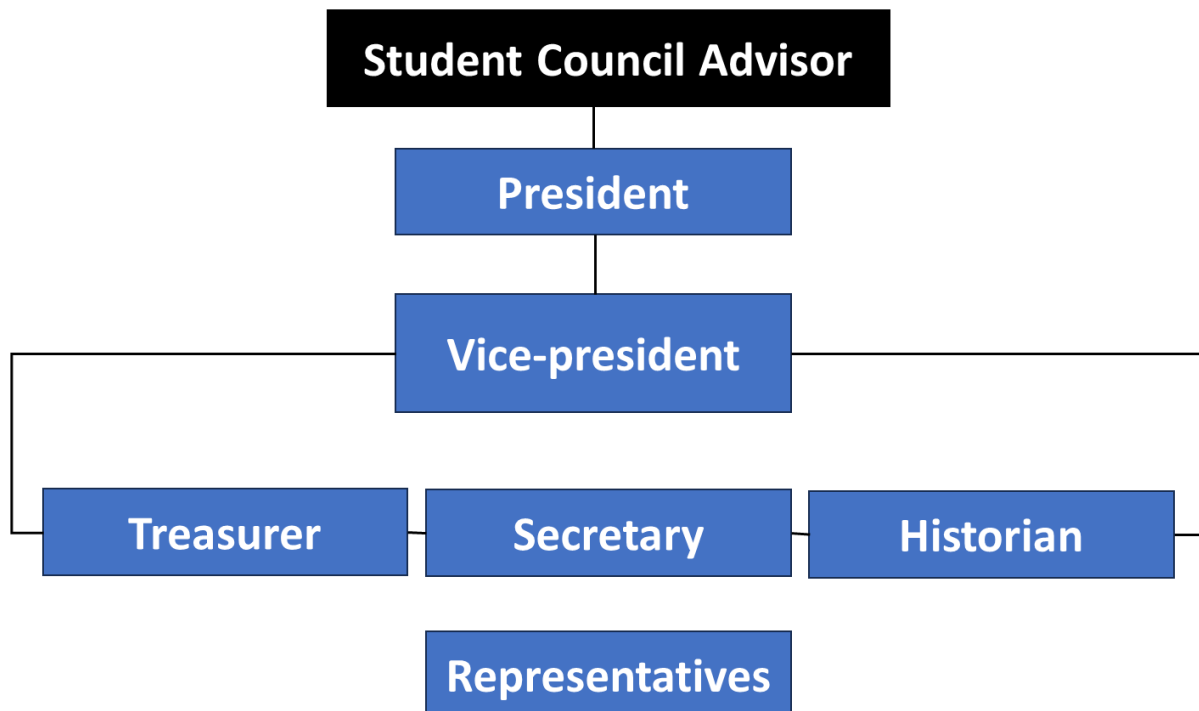
"Together We Lead, Together We Succeed!"

## MISSION STATEMENT

Our mission is to serve as the bridge between students and faculty, promoting open communication and collaboration. We are dedicated to fostering a diverse and inclusive environment, where every student feels empowered to express their opinions and contribute to school life. Through innovative programs and initiatives, we aim to enhance our school's culture, encourage student engagement, and support the overall well-being of our community.

## ORGANIZATION CHART

# Student Council Organization Chart





## GOALS

The Student Council serves as a representative body for the student community, facilitating communication between students and administration, promoting school spirit, and organizing events. The following goals will guide students in the CEIA Student Council:

1. Provide children with the opportunity to serve their school and community in a leadership role, such as planting trees, recycling, assisting with community needs, and initiating various drives to improve the environment of the school.
2. Provide students with a working knowledge of a democratic system.
3. Raise money for various academic activities that benefit the entire student body to raise funds for materials that would not otherwise be available, and more especially to serve the community in need.
4. Provide an opportunity for students to have input in the school calendar of activities, in order to create and foster a school climate of enrichment and enjoyment; these activities include such special school spirit days as twin day, sports day, holiday cheer, etc.
5. Guide students in developing responsibility and "follow-through" skills.

In summary, the election at this level should not be a popularity contest. Friendships are very vulnerable at this age, and the sensitivities of teenagers are at high levels. We want to support the self-esteem of all children through healthy competition.

The stress put on teenagers, whether real or imaginary, over-competitiveness, or pressure to run for office do not have a place in our students' lives. Some children do not like running against one another. Some are too shy. The simpler the election, the better!

## EXPECTATIONS

Leaders in the Student Council are expected to be model citizens. Their behaviors should always reflect "top" CEIA standards. Students should do their best academically.

### Academic Expectations

1. Officers must be students who complete all class assignments and homework on time.
2. Officers must earn report card grades of "A or B" and work/social skills grades of outstanding or satisfactory.

### Behavioral Expectations

1. Officers should be honest, reliable, responsible, and dependable. Regular school attendance is necessary.
2. Officers must be willing to learn and use leadership qualities.
3. Once elected, if behavior infractions occur, students will be dismissed from the privilege of being part of the Student Council.



## ROLES AND RESPONSIBILITIES

### STUDENT COUNCIL ADVISOR:

The role of the Student Council Advisor is to provide direction, counsel, and guidance in the supervision of extracurricular activities hosted by the Student Council. They should be able to administer and implement district and school policies and procedures in a manner that protects the welfare of students. The following are the Specific Duties and Responsibilities of this person:

1. Coordinate and schedule activities
2. Schedule Student Council Meetings
3. Serve as a resource person
4. Supervise handling and accounting of money
5. Supervise and chaperone activities
6. Supervise the election of officers and the election of representatives
7. Supervise fundraising activities
8. Guidance in problem-solving and conflict resolution
9. Communicate with the Admin Team and Faculty
10. Ensure that all activities are acceptable to the school and are in accordance with district and school policies

### STUDENT COUNCIL OFFICERS:

**President:** The President runs regular and executive board meetings, when possible, sets the example for the council, monitors officers, and arranges student exchanges if wanted.

- Will lead all meetings and functions.
- Will oversee all committees and help to delegate responsibilities.
- Shall lead and unite the school with the dignity of the office.
- Will speak on behalf of the students as needed.
- Will meet with the principal monthly, at least a week prior to the scheduled meeting, to get permission and dates for various activities, and discuss ideas.
- May need to meet again after a meeting if there are issues to be addressed.
- Is responsible for making sure all duties, projects, and efforts of the Student Council are completed.

**Vice-President:** The Vice-President serves in the place of the President in his or her absence, helps the Secretary with duties, reads and is in charge of all activity requests, orders, and maintains all supplies, and plans the middle/high school leadership day. The Vice-President succeeds the President in the case of a vacancy.

- Meets with the Principal monthly, along with the President, to plan and get permission for events/activities.
- Works directly with the President to assist in all duties and step in if/when needed.



- Make sure that each member is participating in activities and meetings.

**Secretary:** The Secretary takes daily attendance, writes the agendas, keeps the official files organized, types the minutes, and handles the official paperwork of the Council.

- Will record minutes at all meetings.
- Will read minutes (of previous meetings) at each meeting.
- Will type all notes from meetings to be kept on file for future reference.
- Works closely with the Treasurer.
- Will make flyers for school activities.

**Treasurer:** The Treasurer keeps the Council's running account balances, keeps all financial records, oversees all fundraisers, teaches all members about the appropriate handling and mailing of all financial documents, and is a financial advisor to the entire Student Council.

- Will report the balance in the Student Council account at each meeting.
- Will assist in recording all expenses and income.
- Will collect and allocate all funds as required.
- Will be responsible for counting money from all school events and fundraisers, with the assistance of the Secretary and Office Representatives.

**Historian:** The Historian is in charge of documenting all events that the Student Council puts on, including but not limited to taking photographs and making scrapbooks or sharing content on social media.

- Keeps tradition and memories alive through pictures.
- Records events in photos and keeps a folder to be shared with the Principal and IT Coordinator.
- Will send emails/videos/photos of Student Council Events.

**Representatives:**

- Attend all scheduled meetings.
- Report results of all meetings to their respective homerooms.
- Collect ideas from homerooms and present them as appropriate at Student Council meetings.
- Speak to the homeroom teacher and ask permission before making announcements to the class.
- Try not to take more than ten minutes of class time for announcements.
- Makes posters for contests, spirit days, and other school events when assigned.



### **All Officers will take and abide by the oath of office.**

All Student Council Officers and Members will attend all Student Council meetings, actively support all Student Council-approved activities, set a good example of leadership to all CEIA students, and complete all required responsibilities outlined for the position.

Representatives must uphold the same standards as officers.

### **DISCIPLINE**

1. If a member receives one conduct referral, they will be suspended from participation in Student Council meetings and activities for one month.
2. If a member receives a detention, they will be automatically removed from the Student Council.
3. Absences will be tracked for all student council members. Students with three unexcused absences will be removed from the Student Council.
4. If a representative or officer does not carry out the responsibilities or activities assigned to them, they may be replaced.
5. If a Student Council member is absent the day of a Student Council meeting or must miss a meeting/event, they must notify and must give a note (or email) from their parent to the STUCO Advisor on the day they return to school.

### **DECISION MAKING**

This policy establishes a framework for decision-making within the CEIA Student Council to ensure transparency, inclusivity, and effectiveness in representing the student body. It applies to all members of the Student Council during meetings, planning sessions, and any decision-making processes.

#### **Principles:**

- **Inclusivity:** All council members are encouraged to express their opinions and ideas. Every voice matters in decision-making.
- **Transparency:** Decisions made by the council should be communicated to the entire student body to foster trust and understanding.
- **Collaboration:** Members are encouraged to work together, seeking common ground and considering diverse perspectives before reaching a conclusion.
- **Accountability:** The council must take responsibility for its decisions and their outcomes, demonstrating integrity and commitment to student interests.

#### **Decision-Making Process:**

1. **Agenda Setting:** Regular meetings will be held to discuss current issues, review ongoing projects, and set an agenda that prioritizes student needs and interests.



2. **Proposal Submission:** Any council member or student can submit a proposal for discussion. Proposals should include:
  - ✓ A clear statement of the issue or idea.
  - ✓ Proposed actions and any anticipated outcomes.
  - ✓ Supporting evidence or background information.
3. **Discussion:** Each proposal will be discussed during council meetings. Members will have the opportunity to ask questions, suggest modifications, and express support or concerns.
4. **Voting:** Decisions will be made via a voting process. The following guidelines will apply:
  - Simple Majority: Most decisions, including routine matters, will require a simple majority (more than 50% of votes) to pass.
  - Supermajority: Certain significant decisions (e.g., budget allocations and major events) may require a supermajority (e.g., two-thirds of votes) to ensure broader support.
  - Anonymous Voting: Whenever necessary, voting will be done anonymously to encourage honest opinions, especially on sensitive issues.
5. **Implementation:** Once a decision is made, specific responsibilities will be assigned to council members for carrying out the action. Timelines for implementation will also be established.
6. **Evaluation:** The council will assess the outcomes of its decisions regularly. Feedback from the student body is encouraged to improve future decision-making processes.

#### **Conflict Resolution:**

1. **Disagreements:** In the case of disagreements or conflicts among council members regarding decisions, the following steps will be taken:
  - ✓ Open forum discussions to clarify positions.
  - ✓ Mediation by an appointed council member or advisor if needed.
  - ✓ In cases where consensus cannot be reached, the majority opinion will prevail.
2. **Feedback Process:** A feedback mechanism will be established to gather student opinions on council decisions, which can include surveys or suggestion boxes.

This decision-making policy aims to create a structured, respectful, and effective environment that encourages participation from all student council members and accurately represents the interests of the student body. By adhering to these principles, the CEIA Student Council will operate in a manner that builds trust and delivers meaningful outcomes for our school community.



## APPLICATION

Each student who is willing to participate in the CEIA STUCO election process must demonstrate his/her commitment by participating in Student Council election meetings scheduled by the Student Council advisor. Unless an emergency exists, failure to participate in these meetings without a reasonable explanation will be grounds for removal from the election process.

In order to introduce each candidate, there will be an assembly for all voters. At this assembly, speeches (2-3 minutes in length) will be given. Voting will be held immediately following this assembly. Any candidate who does not follow the simple guidelines will be disqualified from candidacy to provide a fair and equitable forum for all candidates who follow the rules.

Candidacy for president and vice-president is reserved for high school years and it is subject to changes by the Student Council Advisor or Principal.

### **Eligibility:**

1. Must be a currently enrolled student at Centro Educativo Internacional Anzoátegui (CEIA).
2. Maintain a minimum GPA of 3.0
3. Good standing in conduct and attendance.



**OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly affirm that I will faithfully execute the duties of the office of \_\_\_\_\_ of the Student Council at Centro Educativo Internacional Anzoátegui. I pledge to uphold the values of integrity, respect, and service, and to represent the voices of all students.

I will strive to promote a positive school environment, foster collaboration, and advocate for the interests and needs of my fellow students. I promise to lead by example, to listen with an open heart and mind, and to work diligently to create a better school community. With honor and dedication, I commit myself to this responsibility for the betterment of our student body.

As an officer of CEIA's Student Council, I will keep my grades within what my teacher feels are satisfactory, and my behavior will be honorable at all times.

If my grades or behavior fall seriously below what is expected of an officer of the Student Council, I understand that in this situation I may be asked to resign immediately from the office that I hold.

Date: **10/15/2024**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Advisor's Signature