**MEMORIAL HIGH SCHOOL**

**Student Council Handbook**

**What Is Student Council?**

Student council in high school is a group of elected or appointed students who represent their peers and work to improve the school community. It typically serves as a bridge between students, teachers, and school administration, giving students a voice in school decisions. The council is responsible for organizing events, promoting school spirit, addressing student concerns, and participating in service projects.

Members plan activities like dances, fundraisers, school-wide events, and sometimes work on initiatives to improve school policies or the overall student experience. Being part of student council can help students develop leadership skills, teamwork, and a sense of responsibility.

**Expectation for Student Council members**

As a member of the student council, your focus should be on promoting inclusivity, school spirit, and a sense of community. At a minimum, stay engaged and actively participate in all student council events—and don’t forget to encourage your friends to join in. It's required that all members repost from the student council Instagram page and wear your Student Council shirts. While we all make mistakes, remember that your class voted you in for a reason, so treat them well and honor their trust. Lead by example whenever you can, even if it’s not all the time.

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# Principles of Memorial High School Student Council

*Adapted from the tasc: What is a Student Council?*

* Promote Citizenship
  + The state of being vested with the rights, privileges, and duties of a citizen.
  + The character of an individual viewed as a member of society; behavior in terms of the duties, obligations, and functions of a citizen.
* Promote Courage
  + The quality of mind or spirit that enables a person to face difficulty, danger, pain.
  + It is the ability to do something during fear. It is strength when faced with pain or grief.
* Promote Integrity
  + The quality of being honest and having strong moral principles; moral uprightness; the state of being whole and undivided.
  + Simply being honest with yourself, doing what you say you are going to do, and believing in what you say you believe in.
* Promote Perseverance
  + Continuing in a course of action without regard to discouragement, oppositions or persistent failure.
  + Persistent determination to adhere to a plan of direction; insistence.
* Promote Respect
  + Showing a high regard for an authority, other people, self, and country.
  + Treating others as you would want to be treated. Understanding that all people have value as human beings.
* Promote Responsibility
  + The state or fact of having a duty to deal with something or of having control over someone.
  + The state or fact of being accountable or to blame for something.

# Organizational Structure

**Executive Board**

1. Exec President
   1. Run & plan meetings
      1. Includes activities for the Principles of MHS Student Council @ every other meeting
   2. Communicate with school faculty
   3. Oversee the vision of student council
   4. Work with class officers on class fundraisers
2. Exec Vice President
   1. Communicate with class leaders
   2. Oversee the exec board (host meetings, etc)
3. Exec Secretary
   1. Meeting minutes
   2. Communicate service hours
4. Communication Director (2)
   1. Handle all stuco social media
   2. Handle all sign-up sheets
   3. Communicate with other school clubs and outside vendors
5. Service Director (3)
   1. Handle all service events
6. Membership Director (2)
   1. Run freshmen elections
   2. Run stuco reelections
   3. Coordinate WITH the exec secretary rep service hours – Handle all service hours
   4. Organize all Stuco meetings
7. Director of Events
   1. Handle ALL non-service hour events (Freshmen orientation, 8th grade transition day, etc)

**Grade-level**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Representative

# Service Hours

**50 hours for the entire year**

30 hours first semester – 20 hours second semester

In School Service Event Examples:

* Homecoming setup
* Free Food Friday
* Canned Food drive

Out of School Service Event Examples:

* Official student council coordinated events
* One Saturday every month – 2 - 3 event

# Meetings

Student Council members are required to attend at least 5 general meetings throughout the year.

The membership directors are the primary contact for scheduling meetings and creating agendas for those meetings.

**General-level meetings**

General meetings are hosted monthly on Wednesdays during both lunch periods. Members can attend either a meeting during 5A lunch or 5B lunch. Membership directors oversee scheduling meetings as well as creating an agenda for the meeting.

* Used to discuss upcoming events
* Work on small service projects to earn service hours
* Listen to guest speakers
* Learn about the principles of MHS Student Council

Generic Meeting Agenda

* Call to action
* Meeting minutes of previous meeting
* Attendance
* President Opening remarks
* Open floor for exec board leaders to share upcoming events
* Guest speaker/service project/MHS Stuco principles
* Closing

MHS Student Council Principles

At every other general-level student council meeting, members will learn about one of the points of the MHS Student Council Principles.

* Opening
* Define the principle – Core values
* Game/activity

Speakers

In a select few meetings during the year, guest speakers will come and discuss being a leader in their community. Guest speakers are leaders of their community. Speakers can discuss their positions, their history, and how they are a leader. Potential guest speaker formats can be as follows:

* Generic guest speaker
* Town hall style
* Several speakers on a Q&A board
* Motivational guest presentation

Service Projects

During general meetings throughout the year, student council representatives can work on small service projects to earn more service hours. Service projects can vary depending on the next large Student Council event.

**Grade-level meetings**

Grade-level meetings are hosted every other month. Used as general meetings to address general class-level information not important enough to mention in a general meeting. These meetings are completely organized by class-level officers. The membership director must be notified when these meetings occur.

**Exec board meetings**

Hosted as needed to discuss larger upcoming events that are happening in Student Council. Class officers are required to attend 1 exec board meeting per 9 weeks.

**Attendance for meetings**

All members will sign in with the Membership Director or Executive Secretary. If a member is counted absent from the meeting an email will be sent to them.

# Class fundraisers

Each class is required to host 1 class fundraiser per year

The process begins with class officers taking the initiative to propose ideas for fundraisers that are both creative and feasible. They must ensure that these ideas align with the class's goals and are appropriate for the school environment.

* Class officers are responsible for organizing and managing their grade’s fundraiser. They consider the interests of their classmates and look for opportunities that will attract student participation and maximize profits. Typical fundraisers might include events like bake sales, car washes, or themed spirit days.

Once the officers have a plan, they must present it to the executive president of the student council. The executive president ensures that the fundraiser follows school policies and is logistically sound. They may suggest improvements or offer insight based on their experience with previous events.

* Communication with grade-level representatives is another crucial step. Class officers must meet with these representatives for approval on the fundraiser before it can proceed. The grade-level representatives are often well-versed in the specific needs and limitations of their grade, offering advice or raising concerns that may not have been initially considered by the officers.

Lastly, class officers must maintain regular communication with their grade-level principal. The principal ensures the fundraiser is in line with school regulations and is appropriate for the students involved. This step is key in gaining final approval, as the principal will also consider factors like the timing of the event, the location, and any logistical concerns that could impact the school day or other activities.