

## Application for Senior Class Office

(for current 11<sup>th</sup> graders)

I, \_\_\_\_\_, hereby petition to run for the office of:  
(please print full name)

(circle one below)

**PRESIDENT**

**VICE PRESIDENT**

**SECRETARY - TREASURER**

Initial each line below after reading carefully:

\_\_\_\_\_ Stapled to this application is a written/typed paragraph stating my purpose for running for this office and some of my qualifications.

\_\_\_\_\_ I understand that students may not hold a class or school-wide office while on disciplinary or academic probation.

\_\_\_\_\_ I understand I will be required to give a speech, no longer than two minutes, during class meetings on Tuesday, April 9.

\_\_\_\_\_ I understand that my speech will address school issues, my qualifications for office, and be presented in a respectful manner.

\_\_\_\_\_ I understand that skits, videos, and songs are not permitted as part of my speech.

\_\_\_\_\_ I understand that material such as inappropriate language, sexual innuendoes, or humiliating statements about individuals or groups will disqualify me as a candidate and could result in disciplinary action.

\_\_\_\_\_ I will provide a copy of my speech to my grade level principal no later than Friday, April 5 at 3 pm.

\_\_\_\_\_ I agree to put up campaign posters in the Commons area only and no earlier than Thursday morning, April 4.

\_\_\_\_\_ I understand that campaign propoganda will be limited to two posters and that no other campaign propoganda, literature, or social media is allowed.

\_\_\_\_\_ I have read the back side of this application and have asked current elected student officers any questions about what it means to be a member of student government.

\_\_\_\_\_ I understand that my failure to fill this form out properly may disqualify me as a candidate.

Signature of Student: \_\_\_\_\_

Present Grade Level: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this application to Ms. Salrin no later than Wednesday, April 3 at 3 pm.

# John Burroughs School

## Class Officer Elections 2019

### **Class President:** (As written in Article III , Section 2 of the John Burroughs School Constitution)

1. The President shall be responsible for expressing the opinions of their class in meetings of the Student Congress and shall be entitled to one vote in that body.
2. The President shall organize and conduct class meetings.
3. The President shall provide for the organization and execution of class fund raising events.
4. The Class President is expected to be present at all Congress meetings on Wednesday mornings at 7:30am. If the President cannot attend, they are required to contact the Vice President to represent their class in Congress.
5. The Class President should expect to meet at least once a week with their faculty class sponsor(s) to discuss class events and activities.

### **Vice-President:** (As written in Article III , Section 3 of the John Burroughs School Constitution)

1. The Vice-President (VP) shall assist the President in the execution of their duties.
2. In absence of the President, the Vice-President shall execute the duties of the President.
3. Should the Class President resign or be recalled from office, the Vice-President shall assume the office of President.
4. The Vice-President should expect to meet with the other class officers and faculty class sponsor, on a regular basis, to discuss class events and activities.

### **Secretary-Treasurer:** (As written in Article III , Section 4 of the John Burroughs Constitution)

1. The Secretary-Treasurer shall assist the President and Vice-President in the execution of their duties.
2. The Secretary-Treasurer shall record the minutes of each class meeting, and, after these minutes have been approved by the class, shall post a copy of the minutes, and distribute copies to the Class Officers, the Student Body President, and the grade level principal.
3. The Secretary-Treasurer shall keep accounts of the class funds, and shall render a financial report to the class during class meetings. All billing/store carding information from class events and activities should be turned in to the business office in a timely manner.

### **All Three Class Officers:**

All Class Officers are often asked to represent the school or their class in official school meetings, events, programs, or activities. In the past, Presidents have been asked to join the Head of School and Board of Directors to discuss building plans, attend summer leadership programs, help run school-wide events, and help interview faculty/staff candidates for the school.

In addition, all officers are asked to take leadership roles in all-school events, including, but not limited to Field Day, Spirit Week, Commons Café, and Dance Marathon.

In this capacity all officers are leaders of the school and should remain vocal in all class matters. VP's and Secretary-Treasurers should try to make a habit of attending Congress meetings whenever possible.