

TO BE COMPLETED BY SGA SPONSOR

Candidate Name: \_\_\_\_\_

Position: \_\_\_\_\_



**2020-2021 T. DeWitt Taylor Middle- High School Student Government Association**

**Senior Class Officer Application**

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# **T. DeWitt Taylor Middle- High School Student Government Association**

## 2020-2021 Senior Class Officer Application

Name: \_\_\_\_\_ Alpha Code: \_\_\_\_\_

Grade level in Fall 2020: 12th Current GPA: \_\_\_\_\_

Student Phone #: \_\_\_\_\_ Student Email: \_\_\_\_\_

### **Requirements:**

To be considered for an officer position this year you must complete and return this application to **Ms. Jaimes (Building 01 room 115) by Wednesday, September 30, 2020**. Once approved for the ballot, you may begin campaigning on Friday, October 2, 2020 campaigning will end October 9<sup>th</sup>, 2020 and all posters and flyers must be removed by the end of the day or you will be removed from the ballot. All posters and flyers must be approved and stamped by the Activities Director in the front office. Due to Covid-19 no personal items i.e.: food will be permitted to be given out during campaigning.

Requirements for approval for ballot placement to run for an Officer position:

1. Maintain a 3.0 GPA
2. Maintain a clean disciplinary record
3. Maintain a good attendance record
4. Complete and return application to Ms. Jaimes by deadline above
5. Remove all campaign poster and flyers by October 9, 2020

Elections will be held online through Election Runner during your English class on Friday October 9, 2020.

Please note that most, if not all, meetings will be held via Microsoft Teams or on Zoom.

## Candidacy Preliminary Questions:

Please put an "X" in the box next to the position you would like to run for below. You may only select ONE (1) position. Descriptions of officer duties can be found on page 5.

**Note: Executive Board officers oversee the general functions of SGA and the student body as a whole, thus, being an Executive Board officer requires more responsibility. Class officers specifically oversee their respective classes and focus their responsibility on serving their constituents.**

X	Grade Level	Position
	12 <sup>th</sup>	President
	12 <sup>th</sup>	Vice-President
	12 <sup>th</sup>	Secretary
	12 <sup>th</sup>	Treasurer
	12 <sup>th</sup>	Public Relations

### Please respond to the following:

Why are you applying for this position?

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What other clubs, jobs, sports, or other extracurricular will you be involved in this year and do you hold any leadership positions those clubs?

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Briefly explain why you would make a good leader and how you hope to best represent Taylor High School students.

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What do you hope to accomplish in the coming school year? What ideas do you have for the school?

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## **Officer Positions and Duties:**

Positions are underlined and the duties of that position are bulleted beneath them. (Duties reserved solely for the Executive Board officers are in parentheses).

### **President:**

There will be a President for each class and the Executive Board.

- Preside over all class meetings (Board and General Assembly meetings) and create agenda.
- Be an ex officio member of all special committees
- Represent Taylor Middle- High School students in their respective class (the student body) to the best of their ability
- Plan class activities (student body activities)
- Senior class president will coordinate events, activities, and fundraisers with Class Sponsor
- Delegate tasks to class officers (Executive Board officers and Class Presidents)
- Become the chief representative of their class (student body)
- Perform all other duties pertaining to the office

### **Vice President:**

There will be a Vice President for each class and the Executive Board.

- Assume all duties of the president when they are absent or unable to perform
- Be an ex officio member of all special committees
- Plan pep rallies
- Be prepared to take charge of activities delegated by the president
- Perform all other duties pertaining to the office

### **Secretary:**

There will be a Secretary for each class and the Executive Board.

- Keep and maintain records including minutes at class meetings (Board and General Assembly meetings)
- Be well versed in the activities/activity dates/members of classes (SGA as a whole)
- Conduct elections
- Maintain record of the point system
- Plan and organize campus clean-ups
- Leave a record of all activities throughout the year

**Treasurer:**

There will be a Treasurer for each class and the Executive Board.

- Assume all duties for the President or Vice President when he/she is unable to perform those duties and shall be third in line for succession of the president
- Maintain financial knowledge of the class (Executive Board)
- Plan and coordinate fundraisers for class (SGA) activities that require financial aid
- Senior class treasurer will plan and coordinate senior shirt distribution

**Public Relations:**

There will be a Public Relations Officer for each class and the Executive Board.

- Oversee all domestic and public relations between the class (SGA as a whole) and the community
- Maintain information output through updating class (Executive Board) bulletin boards, creating digital flyers, and distributing printed flyers
- Update all social media for the class (SGA) with current activities
- Design SGA products

## Point Policy and Contract:

Understand that being an officer at Taylor Middle-High School is an honor and has its privileges; however, there are certain expectations that must be met.

If an officer obtains three (3) points they will be put on probation. If an officer obtains four (4) points, they will be removed from SGA office. Points are earned as such.

- 0.5 points are earned for:
  - Tardy/leave early for an officer meeting
  - Tardy/leave early for an SGA meeting
  - Tardy/leave early for a mandatory SGA function
  - Not completing a designated task
  - Not completing officer set fundraiser goals
- 1.0 points are earned for:
  - Missing an after school or lunch meeting
  - Missing a mandatory SGA function
  - Not participating in a fundraiser at all

Exceptions such as serious illness, medical treatment, or other emergencies shall be considered. If anyone is suspended from school for fighting or having drug/weapons they will be removed from office without an appeals process. If an officer's weighted GPA drops below a 3.0, they will be put on a 9-week probation (after which, if it is not repaired, they will be removed from office). If an officer fails to meet a graduation requirement, they will be removed from office.

- Excused absences:
  - Playing in a sports game
  - Dual Enrollment when school schedule changes (per sponsor's discretion)
  - Family emergencies/illnesses
  - Prior planned events with another club
- Unexcused Absences:
  - Missing for another club
  - Missing for last-minute events
  - Tutoring/Homework

Points obtained may be reversed for outstanding activity at the sponsor's discretion.

**School is your top priority; HOWEVER, you must adjust your time as needed. Homework and tutoring are not excused absences. SGA is a commitment and schedules must be arranged as such; THEREFORE, you will also be expected to have a calendar present at all meetings.**

I understand and am knowledgeable of the above duties and responsibilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Tenets of Taylor Middle-High School Student Government Association:**

As an SGA officer, you will be the embodiment of these tenets 24 hours a day 7 days a week.

1. I will set the example. I will inspire others with my good character and be the epitome of leadership.
2. I will not participate in nor discuss inappropriate behavior (such as drinking, smoking, skipping school, etc.) while representing SGA.
3. I will be respectful. I will not speak while others are talking, and I will respect the opinions of others.
4. I will offer positive solutions to problems and NEVER put down other's ideas.
5. I will encourage others to stop bad habits, become more involved, show school spirit, and join activities.
6. I will excel in education by studying to increase my knowledge and better myself as a person.
7. I will plan ahead and not create excuses.
8. I will try to meet new people and be the leader that they need in their life. I will be friendly to everyone and approachable to even the shyest people.
9. I will attend all meetings and notify sponsors PRIOR TO ANY ABSENCE OR TARDINESS.
10. I will be as active as I can and do my part. I will not complain about others' contributions nor will I do anything less than my best.