

## **Purpose of Student Council**

- 1. Plan and organize activities and projects which will foster the social growth and civic development of the BDS students in grades 6-8.**
- 2. Assist the school in other projects that benefit the students and the school.**
- 3. Give the middle school students a voice in matters that affect them.**

## **Who Can Participate?**

- 1. Two representatives from each homeroom in grades 6-8. Each grade will be required to elect one boy and one girl.**
- 2. Four executive officers: President, Vice President, Secretary, and Treasurer. Each officer must be in the 7<sup>th</sup> or 8<sup>th</sup> grade.**

## **President's Responsibilities**

**The President shall be the chief Executive officer of the Student Council.  
The President shall:**

- a. Uphold the constitution of the Burlington Day School Student Council**
- b. Attend and support all Student Council Activities**
- c. Preside at all regular and special meetings**
- d. Appoint all committees of Student Council**
- e. Be in charge of direct communication between the council and the school administration**
- f. Oversee all official Student Council functions**
- g. Prepare the agenda for the next meeting and distribute them to the Head of School, Advisors, Executive Officers, and Representative three school days prior to the scheduled meeting, except for emergency meeting when this is impossible.**
- h. Assume such other duties as are generally associated with this office.**

## **Vice President's Responsibilities**

The Vice President shall:

- a. Uphold the constitution of the Burlington Day School Student Council
- b. Attend and support all Student Council Activities
- c. Perform the duties of the President in his/her absence
- d. Assist the President in all functions and perform such other duties as are generally associated with this office.
- e. Call the roll of attendance at all Student Council Meetings
- f. Serve as honorary member of all Student Council committees and assist the Chairperson with the work of that committee. It will be the responsibility of the Vice President to see that committees meet and complete the assigned tasks.

## **Secretary**

The Secretary shall:

- a. Uphold the Constitution of the Burlington Day school Student Council
- b. Attend and support all Student Council Activities
- c. Keep an accurate record of all minutes of regular and special meetings of the Student Council
- d. Handle all official correspondence and keep a student Council File with records of agenda and minutes of all meetings. The Secretary will prepare and distribute minutes of all meetings within two days of the meetings. Minutes will be sent to all Officers, Representatives, Committee Chairpersons, Head of School, and advisors
- e. Keep a record of all Student Council activities throughout the year, as well as keep a pictorial record of the activities
- f. Keep track of the historical archives of past Student Councils
- g. Preside over meetings and functions in the absence of the President and Vice President

## **Treasurer**

The Treasurer shall:

- a. Uphold the Constitution of the Burlington Day school Student Council
- b. Attend and support all Student Council Activities
- c. Receive and disperse all funds, and keep a record of all financial transactions in conjunction with the Burlington Day School Business Manager
- d. Submit a financial report at all meetings
- e. Submit a complete financial report at the close of each year to the Student Council and its advisor
- f. Preside over meetings and functions in the absence of the President, Vice President, and Secretary

## **Class Representatives**

The Class Representatives shall:

- a. Uphold the constitution of the Burlington Day School Student Council
- b. Report and represent the thoughts and ideas of their class to the Council. Class Representatives shall vote according to the majority wishes of their homeroom.
- c. Attend all meetings and Student Council sponsored events
- d. Help with any Student Council events
- e. Inform their class of any news or events discussed in Student Council meetings