

ASB Election Packet

Please read this packet carefully. Submission of this application indicates that you have read and understand the various officer duties and responsibilities.

Election Timeline

Sept. 17, 2020

Applications Due to the office

Sept. 18, 2020

Speeches

Sept. 18, 2020

Voting

Student Government Application

Name of Candidate: _____

Current Class Year (circle one): 2021 2022 2023 2024 2025 2026 2027

Current GPA _____

Please check the position you are running for. Please check one position only. All write-in candidates are subject to approval by current administration and ASB moderators.

<p style="text-align: center;">ASB Council</p> <ul style="list-style-type: none"> <input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Secretary/ Treasurer <input type="radio"/> Crusader Rep 	<p style="text-align: center;">Senior Class</p> <ul style="list-style-type: none"> <input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Secretary/Treasurer 	<p style="text-align: center;">Junior Class</p> <ul style="list-style-type: none"> <input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Secretary/Tresurer
<p style="text-align: center;">Sophomore Class</p> <ul style="list-style-type: none"> <input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Secretary/ Treasurer 	<p style="text-align: center;">Freshmen Class</p> <ul style="list-style-type: none"> <input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Secretary/ Treasurer 	<p style="text-align: center;">Middle School</p> <p style="text-align: center;">6th, 7th or 8th</p> <ul style="list-style-type: none"> <input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Secretary/ Treasurer

Student Government Questionnaire

Please list any relevant experience:

Reason for running for office:

Why do you think you are the best candidate for this position?

Sample Speech Template

Good morning (afternoon). My name is: _____ and I am running for the office of _____.

I am running for office because:

I will do an excellent job as _____ because I have experience in/with

I believe I am the best candidate for the job because:

Thank you for your time. Please vote for _____ for (name of office) _____, the best person for the job!

*you may use this as a guide for your own speech.

Please submit your typed speech along with your application and petition and this form to the office by the deadline announced.

For office use only

Approved by ASB Moderator(s) Yes No

Signature _____ Date _____

St. Bernard's Academy ASB /Student Government Election Packet

General Descriptions and Duties

ASB Council

The ASB Council consists of ASB officers and class officers. The Council conducts student government meetings, plan activities for the student body, assist in fundraising activities, build school morale and perform a number of other services for the betterment of the school as a whole.

The ASB Officers are to be elected by the SBA student body and each individual class will elect their class officers. The election of officers will take place during the 4th quarter. If an office becomes vacant during the school year, the ASB president will appoint a replacement upon administration and ASB moderator approval.

ASB and Class Officers include:

- President
- Vice President
- Secretary/ Treasurer
- Crusader Representative (ASB)

The ASB Council holds all formal student government meetings using Robert's Rules of Parliamentary Procedure. Students vote to decide on the issues discussed during meetings. At each formal meeting the following must occur:

- Opening Prayer and Flag Salute (ASB Crusader)
- Roll Call
- Reading of Minutes from previous meeting (ASB secretary)
- Treasurer's report
- Officer reports (class presidents)
- Discussion of old and new business

The ASB Council is responsible for the following activities:

- Monitoring the use of individual class and ASB funds.
- Promotion of academic excellence.
- Promotion of the Catholic faith.
- Promoting school spirit.
- Developing community service activities.
- Serving as a liaison between the student body, faculty and various community organizations.
- Planning dances, rallies, campus cleanup, campaigns and a various other activities.

- Coordination with the SB Knights student government.
- Ambassadors assisting with open houses, orientations, etc.

ASB and Class Officer Duties

Officers are elected by their peers in the 4th quarter (with the exception of freshmen and Commissioners). The voting is organized and monitored by the ASB moderator and election commissioner. ASB officers must maintain a 3.0 or higher GPA and class officers must maintain a 2.5 or higher GPA.

Duties for all officers:

- Attend all scheduled meetings and events sponsored by their class or ASB. Any officer missing more than two student government meetings may be removed from office.
- Contribute to the planning, organization and execution of class activities that promote school and class pride.
- Chair a minimum of one fundraiser activity.
- Dedicate time and effort needed to successfully host their classes/ASB events.
- Notify the ASB moderator and class/ASB president if they are unable to fulfill their duties.

President Duties:

- Serve as the official spokesman of their class or ASB council which includes but not limited to preparing reports for student government meetings, SBA board meetings, officiate over student government meetings (ASB President) or class meetings (class president).
- Appoint additional officers and commissioners as needed.
- Work with other officers to plan activities in compliance with the ASB Council's guidelines.

Vice President Duties:

- Fulfill the same duties outlined for the president while bearing in mind that the president possesses executive authority
- Temporarily fill any vacancy left by the president in his or her absence.

Secretary/ Treasurer Duties:

- Maintain communication with their peers through bulletin announcements, newsletters, class meetings and school publications (newspaper, yearbook).
- Records minutes at all meetings.
- Maintain all financial records for class/ASB.
- Report financials during class/ASB meetings.

Crusader Representative Duties:

- Open all meetings with prayer.
- Set example of Crusader Pride.
- Document class/ASB history in connection with yearbook and newspaper.
- Plan and initiate community service activities.
- Work with campus ministry in faith development through Masses, prayer services and community service activities.

ASB Commissioner Positions:

- **Refreshment Commissioner- Freshman Class**
Description: Provides food and drinks for ASB meetings, panels, and other functions.
- **Spirit Commissioner - Sophomore Class**
Description: In charge of promoting ASB events and activities including homecoming, dances, spirit weeks, etc. through posters, flyers, stickers, balloons, and other creative ways.
- **Rally Commissioner - Junior Class**
Description: works with Mr. & Mrs. Cool in organizing the theme, games, script, and presentation of sports teams. Rally commissioner will work with the Spirit Commissioner in promoting the rallies.
- **Grub Hub Commissioner- Senior Class**
Description: In charge of maintaining the student snack store. Duties include: stocking food, making sure it is open and staffed everyday, etc.
- **Elections Commissioner- ASB Class**
Description: Manages all elections including Homecoming Court and class council; creates and counts the ballots, keeps track of the winners

Elections

- All students wishing to fill a position in student government must submit a completed election packet and signed petition by the deadline set by the ASB moderator.
- All candidates are required to prepare, practice and present a speech. Speeches will be presented at a time to be determined by the election commissioner and ASB moderator(s).
- All candidates should promote themselves through posters, election pins and other marketing materials. Candidates may form their own election committee.

Voting

- Voting will take place immediately following speeches.
- Votes will be tallied by the election commissioner and ASB moderator(s).
- Results will be announced following Election Day.