



**Assumption
Academy**

A St. Albert the Great School Partner

Student Council Handbook

The Viking Code

Do What's Right

Do the Best You Can

Treat Others as You Wish to Be Treated

**The Student Council of
Assumption Academy – a Saint Albert the Great School Partner
serves the following purposes:**

1. To encourage school spirit with themes united in Christ
2. To promote school unity
3. To raise funds and donate to charitable organizations
4. To offer opportunities for social involvement
5. To provide service to others

General Information

The Principal must approve any and all proposed activities for the Student Council.

Qualifications for Officers and Representatives

1. Must have and maintain a 3.0 GPA or above for all major subject areas in sixth and seventh grade. (NO EXCEPTIONS)
2. Must show satisfactory conduct and effort.
3. No detentions in sixth or seventh grade.
4. Candidates for Officer roles must have at least one year of prior experience in Student Council.
5. Must complete the Student Council Commitment Form with signature of student and parent.
6. Must have good attendance.
7. No suspensions from fourth grade on.
8. A parent must sign a commitment form and agree to pick up their student from after school meetings.
9. Must turn in two letters of recommendation with surveys from two Teachers (cannot be Moderators).
10. Officers must complete an interview with the Student Council Advisory Board.

Selection of Officers

1. The selection will be done by the Advisory Board.
2. Selection will take place in the spring to choose officers for the following year.
3. In case of a tie, the principal will make the final selection.

Selection of Representatives

Students in grades 4-8 will complete a process to apply to be representatives for their respective homerooms. They must write a letter to the moderators telling why they would be good for the job. They also must get two form letters of recommendation from two teachers, and a permission slip will be signed by a parent. Selection of representatives will be made from those students who complete all of the steps in the process on time.

Description of Officers' Duties **(may be adjusted by Principal/Moderator if needed)**

President

1. Will lead all meetings and functions.
2. Will oversee all committees and help to delegate responsibilities.
3. Shall lead and unite the school with the dignity of the office.
4. Will speak at open houses, graduation, and other functions on behalf of the students as needed.
5. Will meet with the Principal monthly, at least a week prior to the scheduled meeting, to get permission and dates for various activities, and discuss ideas. May need to meet again after a meeting if there are issues to be addressed.
6. Is responsible for making sure all duties, projects, and efforts of the Student Council are completed.

Vice President

1. Meets with the Principal monthly, along with the President, to plan and get permission for events/activities.
2. Works directly with the President to assist in all duties and step in if/when needed.
3. Make sure that each member is participating in activities and meetings.

Secretary

1. Will record minutes at all meetings.
2. Will read minutes (of previous meeting) at each meeting.
3. Will type all notes from meetings to be kept on file by the Moderator for future reference.
4. Works closely with the Treasurer.
5. Will make flyers for school activities.

Treasurer

1. Will report balance in the Student Council account at each meeting.
2. Will assist in recording all expenses and income.
3. Will collect and allocate all funds as required.
4. Will be responsible for counting money from all school events and fundraisers, with the assistance of the Secretary and Office Representatives.

Photographer

1. Keeps tradition and memories alive through pictures.
2. Records events in photos and keeps a folder to be shared with the Principal and Moderator(s).
3. Will send emails/videos/photos to Viking AM about Student Council Events.
4. Will share photos directly with the Yearbook Staff Advisors.

Chaplain

1. Helps to incorporate our Faith into the Service of the group.
2. Leads opening and closing prayers at meetings.
3. Selects prayers for various school events and activities when requested.
4. Leads school in prayer at the aforementioned events.

Representatives

1. Attend all scheduled meetings.
2. Report results of all meetings to their respective homerooms.
3. Collect ideas from homerooms and present them as appropriate at Student Council meetings.
4. Speak to the homeroom teacher and ask permission before making announcements to the class.
5. Try not to take more than ten minutes of class time for announcements.
6. Makes posters for contests, spirit days, and other school events when assigned.

Discipline

1. If a member receives one conduct referral, they will be suspended from participation in Student Council meetings and activities for one month. If a member receives a detention they will be automatically removed from Student Council. *This does not include conduct referrals issued for academic reasons.*
2. Absences will be tracked for all student council members. Students with three unexcused absences will be removed from Student Council.
3. If a representative or officer does not carry out the responsibilities or activities assigned to them, they may be removed from Student Council.

Attendance

If a Student Council member is absent the day of a Student Council meeting, they are excused from the meeting. If a student must miss a meeting/event for a reason other than absence from school, the parent must notify one of the Moderators in writing - a note or email from their parent to the Moderator is required. If not received, the absence will be considered unexcused. Three unexcused absences will result in removal from Student Council.

Updated: September, 2025