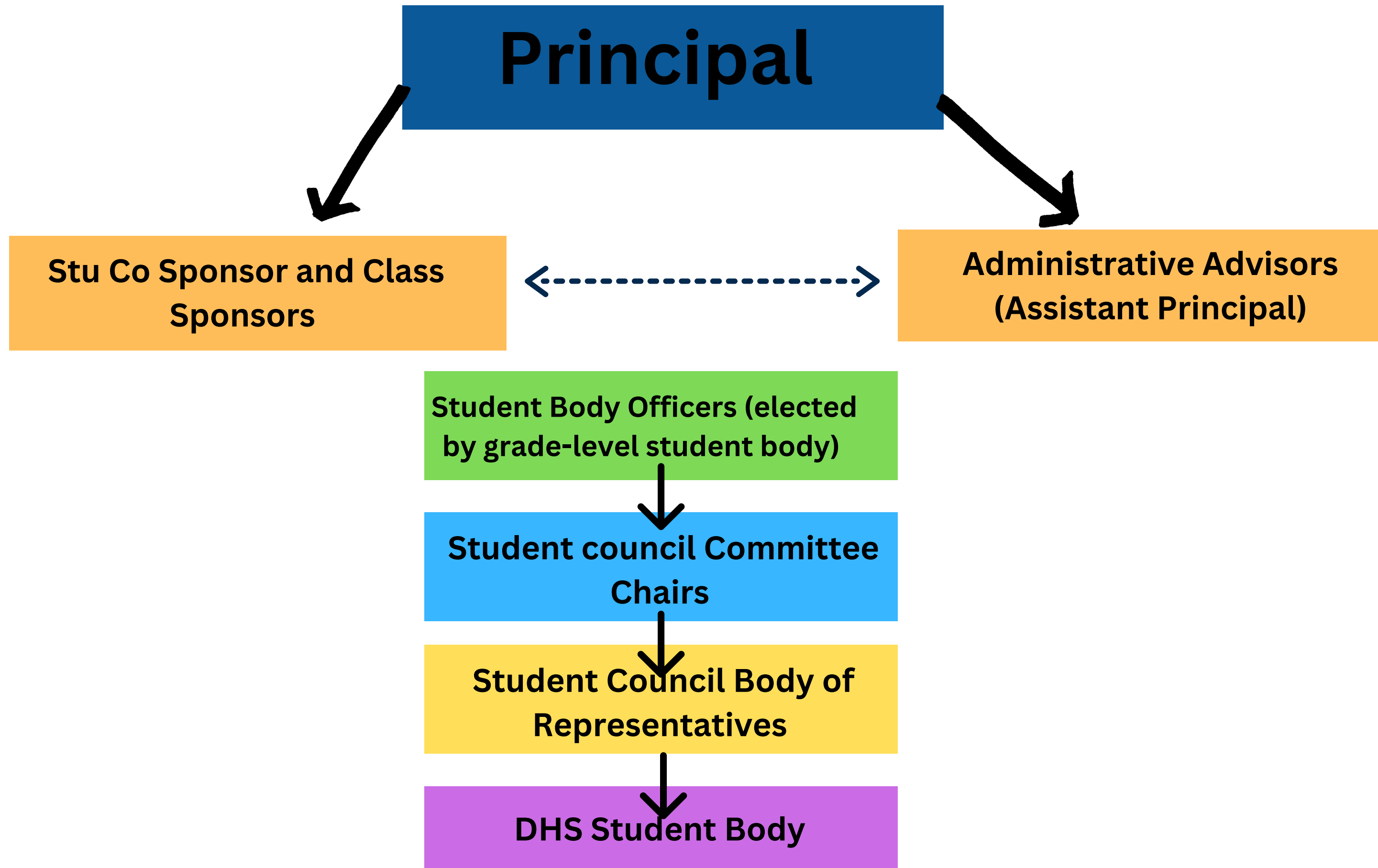




*Dunbar*  
**STUDENT  
COUNCIL**  
*Handbook*

**2023-2024**

# Organizational Chart



# MINIMUM STANDARDS FOR THE OPERATION OF A STUDENT COUNCIL

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These standards were developed and endorsed by a joint effort between the Texas Association of Secondary School Principals and the Texas Association of Student Councils. These standards are written with the understanding that conditions in schools vary, making it necessary for student councils to function differently from school to school.

## I. ORGANIZATIONAL STRUCTURE

- A. Local Constitution on file that recognizes Student Council activities are subject to the approval of the principal
- B. Faculty advisor designated or approved by the principal
- C. Systematic election of representatives - Student Council Representatives should represent the total student body. High grade standards should not be a requirement for membership, although UIL standards should be met.

## II. OPERATIONS

- A. Meetings
  - 1. Executive Board (Officers & Committee Chairpersons)
  - 2. General Council Meetings (no less than once a month)
  - 3. Committee Meetings
- B. Written agenda for each meeting
- C. Minutes
  - 1. Dated and signed with permanent record maintained
  - 2. Copy to advisor and principal (and Superintendent, if requested)
- D. Annual evaluation and report of achievements submitted to the Principal. (Consider using Outstanding Student Council Report)

## III. FINANCIAL STRUCTURE

- A. Annual budget itemizing projected income and expenditures
- B. TASC Dues (which include TASC District Dues) paid by school
- C. NASC dues paid by school
- D. Summer Workshop for officers subsidized by Student Council projects or school
- E. State Conference registration fee subsidized by council or school. Other costs paid by students or council
- F. Advisor Workshop subsidized by school or student council projects

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## IV. COMMITTEES

### A. Required

1. Executive Committee - Composed of Student Council officers
2. Election Committee - Plans and organizes the schoolwide elections
3. State Project Committees - (Drugs, Alcohol, Safety, Health; Energy & Environment, Pride & Patriotism, Community Service)

### B. Others as determined by school need

## V. ACTIVITIES

### A. School Activities

1. Promote school spirit/pride
2. Sponsor school social activities
3. Supervise school elections
4. Sponsor at least one activity on citizenship
5. Staff Appreciation activities
6. New student orientation
7. Support club activities
8. Involved in formulation/review of Handbook
9. Assist with school assemblies
10. Assist with Open House
11. Alcohol, drug, safety, health education
12. Provide energy and environment activities
13. Sponsor homecoming activities
14. Keep a record of council activities

### B. Community Activities

1. Public relations with community
2. Sponsor Community Service projects

### C. TASC State/District Activities

1. Attend TASC District meetings
2. Complete/submit Outstanding Student Council Report Form
3. Complete/submit other TASC report forms (DASH, E&E, P&P, CS)
4. Participate in TASC State Service project(s)
5. Receive training at one or more TASC workshop (Advisor, Summer)
6. Attend TASC State Conference (HS or ML)

# AREAS OF STUDENT COUNCIL AUTHORITY

A breakdown of communications between the principal and the student council may result when the council fails to understand its areas of authority. Council must recognize the levels in which it may operate, and this information must come from the principal of the individual school. Nevertheless, council has only delegated powers, and the principal retains the veto power over every action of the council. Cooperation, understanding, and advance planning will usually result in relatively few veto actions.

Essentially there are three levels of student participation in school government: the area in which the students have no authority at all, the area of nearly complete authority (\*subject to advisor and principal), and the areas shared with the administration and faculty. This latter category is generally the largest. Sample areas of authority are listed below:

<b>NO AUTHORITY</b>	<b>SHARED AUTHORITY</b>	<b>NEARLY COMPLETE AUTHORITY*</b>
1. Grades and scholarships	1. Homecoming	1. Assigned council projects
2. Homework	2. Dances and social events	2. Staff appreciation
3. School maintenance	3. Organization and chartering of new clubs	3. Publicity responsibilities
4. School equipment purchase	4. School morale and pride	4. Council meetings
5. Hiring and firing of personnel	5. General welfare of student and faculty	5. Evaluation of projects
6. Hall passes	6. Schedule of activities and meetings	6. Evaluation of student council constitution
7. Discipline and punishment	7. Code of dress and conduct	7. Elections, general school
8. Cafeteria personnel, cost	8. Charity drives	8. Annual report to Board/Education
9. Length of vacations and school day	9. Promote citizenship, scholarship, leadership	9. Student attitude and involvement
10. Teacher pay	10. Fund raising	10. Committee recommendations
11. Counseling, administrative procedures	11. Safety Education	11. Committee set-up and follow-through
12. Student enrollment	12. Student-faculty-student council relations and communications	12. Council fund raising
13. Academic Credits	13. Freshmen orientation	13. Spirit week
14. National Honor Society selection	14. School policy: reactions and revisions	
15. Teaching procedures and curriculum		
16. School Board policies		

# *Student council* *Objectives*

**Provide a democratic forum in which students can address school-related issues affecting their lives.**

**Maintain a continuous communication channel from the students to both the faculty and administration, as well as among other students within the school.**

**Offer a yearlong program of social functions and community involvement projects for students.**

**Train students in duties and responsibilities of good citizenship, using the school environment as the primary training ground.**



# **Student Council Members are expected to:**

- Attend monthly General Meetings and actively participate in meetings and attend/support STUCO events**
- Follow the Student Code of Conduct and lead by example**
- Obtain a minimum of 20 service hours annually  
(these hours are reported by the secretary.)**

# ADVISOR'S RESPONSIBILITIES

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Student council is as successful as the advisor wishes it to be. It takes someone with a great deal of patience, enthusiasm and love of young people to advise, coach, inspire, communicate and, in general, to keep the council moving successfully forward. It takes training to be successful in this role.

The advisor develops leadership in the student council members through the delegation of duties and responsibilities.

The advisor walks a delicate line between representing students and representing administration. Keeping one's balance depends upon using common sense, communicating with those concerned and maintaining a knowledge of the policies governing the student council.

## **AS A STUDENT COUNCIL ADVISOR:**

1. Ask for and assist in developing a job description for the position. This will help you and others to look at the role, objectives, and expectations of the advisor and the activity.
2. Ensure your principal has both approved and has a copy of your Constitution and By-Laws.
3. Establish communication lines and methods to be as inclusive as possible - the more information that is commonly available, the less hassle when decision-making time occurs.
4. Provide orientation for officers and members.
  - A. Workshop, planning session to develop methods of operation and skills training.
  - B. Set goals and activities for the year.
  - C. Become involved in state sponsored activities.
5. Establish a periodic evaluation.
6. Maintain your public relations link with the staff and administration.
7. Evaluate what you have done at the end of the year and put it into written form for next year's Council.
8. Continually seek training opportunities to further your skills.

Being an ADVISOR means being a resource person, a leader, a good example, a unique representative of students to faculty and administration. It is advising and coordinating all phases of the council program while making it a learning experience for those involved and an integral part in the school program. ADVISORSHIP is one of the toughest challenges in the school program today. If successful, it can be one of the most beneficial and personally rewarding experiences.



# **Member Responsibilities:**

**Principal, Administrative Advisors, and Class Sponsors –**  
Provide leadership and direction for student members.

**Student Body Officers:** Work with class-level leaders, sponsors, and school administration to create a cohesive and unified Student Council Organization. Represent the values and integrity of the Dunbar Way in all encounters. Exemplify the best that Dunbar has to offer.

# Member Responsibilities:

**Student Body President:** Develops agenda and presides over Executive Board meetings (as needed) and monthly STUCO meetings; represents the student body at school-wide functions and in the community; works closely with Principal, STUCO Coordinator, Class Sponsors, and Class Presidents on school-wide issues, has the option of participating in grade level meetings as they deem necessary, creates a visible presence at most of the activities, fundraisers, community service projects conducted by their class members.

**Student Body Vice President:** Represents the student body at the school district, civic events, and other meetings requested by the president; Coordinates Committee work; Presides over the full school student council meetings in the absence of the president.

**Student Body Secretary/Parliamentarian:** Maintains the student body files; prepares agendas for the meetings; takes and distributes meeting minutes; represents the student body at the school district, civic events, and other meetings requested by the president; Types materials for the student body officers and chairpersons as needed; Provide advice on questions of parliamentary procedures.

# Member Responsibilities:

**Student Body Treasurer:** Coordinates the preparation of the annual budget; Presents the proposed budget for student council adoption; maintains the financial records of the student council; Assists the Class Fundraising VP's as needed; Coordinate all fundraising activities with student council sponsors and members; Sign all purchase orders.

**Student Body Reporter/Historian:** Write, edit, and submit stories about the Council to the school paper, yearbook and media. Organize publicity of events throughout all levels of student council; Gather materials in preparation for the Student Council Scrapbook; Maintain files of materials about activities of the school for future reference; arrange for pictures from all Student Council Events;

**Committees and Sub-Committees:** vote on a Chairperson to work as a leader and organizer for meetings conducted as a group and to make sure that timelines for work product are being met. The "Chair" will organize meeting times and locations for their group.