

## Article 9: Duties of Student Council Members

### **Section 1-** President of Student Council

1. Shall have an agenda before meetings and submit this to the faculty advisor.
2. Shall run all Student Council meetings.
3. Shall be responsible for informing all members.
4. Shall keep a record of all Student Council business.
5. Shall give a report at meetings which should include all old and new businesses.
6. Shall call emergency meetings when necessary.
7. Shall have a final say before each vote is taken.
8. Shall vote only in case of a tie.

### **Section 2-** Vice President of Student Council

1. Shall maintain records of and check on all committees
2. Shall take over in absence of the president
3. Shall not vote

### **Section 3-** Secretary of Student Council

1. Shall keep notes
2. Shall take attendance
3. Shall keep a record on each member which will include:
  - Name
  - Reachable phone number
  - Email address
  - Committee Positions
4. Shall succeed Vice-President in chain of command
5. Shall be in charge of all clerical work and correspondence
6. Shall not vote

### **Section 4-**Public Relations Director:

1. Keep student body informed of events, fundraisers, and service projects
2. Obtain approval for events
3. Responsible for communication with administration
4. Help maintain student council website and social media

### **Section 5-** Treasurer of Student Government

1. Shall collect money
2. Shall keep record of finances

3. Shall give financial reports at each meeting
4. Shall succeed secretary in chain of command
5. Shall not vote