

2020-2021
Art Freiler Middle School
Associated Student Body (Leadership)
Officer Application Packet



Timeline:

April 27th – Mrs. Donovan will distribute Officer Application via Email – Office 365

May 1st – ASB Officer Information Meeting via Zoom (Must attend to be considered to run for office.) Parents welcome to sit in and get information

May 4th-5th – Ask 2 Teachers for recommendations, give them each one of the attached forms. (Mrs. Donovan will be helping with this step)

May 8th – Officer Application Packets due to Mrs. Donovan by 3:00 pm
adonovan@tusd.net

May 13th – Interviews Via Zoom with Donovan, Theall and Nyberg

May 15th – Final Decision will be made Mrs. Donovan will contact you via phone or email

May 22nd – We will announce winners to rest of Leadership class during Weekly Zoom Meeting

Freiler Middle School – ASB ELECTED Office

Duties and Responsibilities

I. President

- A. The President is the chief executive officer of the Associated Student Body Government and is responsible for the efficient organization and administration of its policies and programs. He/she must be elected annually by the student body from the incoming 8th grade class and is forbidden to serve as an officer of any other school club or organization. The duties shall include:
 - i. Preside at all meetings of the Associated Student Body Government;
 - ii. Reserve the right to veto any policy or program proposed by the ASB Council unless overridden by a five-sevenths (5/7) vote of the ASB Council.
 - iii. Be responsible for ones committee and its members.

II. Vice President

- A. The Vice-President shall assist the president in any manner designated by the president. He/she shall be elected annually by the student body from the incoming upperclassmen and is forbidden from holding a presidential or otherwise equivalent office in another club or organization. The duties shall be:
 - i. Serve as president in the absence or removal of the President;
 - ii. Preside over all leadership committees

III. Secretary

- A. The Secretary shall be elected annually by the student body from the incoming upper class and is forbidden from holding a presidential or otherwise equivalent office in another club or organization. The duties shall be:
 - i. Take, maintain, and organize the minutes of all ASB Council meetings
 - ii. Maintain and organize all papers, resolutions, and other records of the student body, including the Constitution
 - iii. Prepare the agenda for meetings and have the agenda approved by the Activities Director.
 - iv. Be responsible for ones committee and its members.

IV. Treasurer

- A. The Treasurer shall be elected annually by the student body from the incoming upper class and is forbidden from holding a presidential or otherwise equivalent office in another club or organization. He/she shall work with the student activities director and campus bookkeeper in handling all student body funds. The duties shall be:
 - i. Carry all primary student responsibility for the receipt and disbursement of the student body funds, including the signing of all student body disbursed checks;
 - ii. Documentation and record keeping of general student body check disbursement, to be completed by Wednesday of each week, and approved by the executive board;
 - iii. Prepare a financial report at the beginning of each quarter to give to the Student Body;
 - iv. Receive all estimates, which have been submitted by each organization expecting to receive funds from the student body during the following year.
 - v. Be responsible for ones committee and its members.

CONTRACT FOR ASB ELECTED OFFICER CANDIDATES

THE PURPOSE OF THIS CONTRACT IS TO PROVIDE CANDIDATES RUNNING FOR OFFICE AN OPPORTUNITY

TO PREVIEW THE DUTIES, RESPONSIBILITIES AND OBLIGATIONS IN HOLDING AN ELECTED POSITION.

1. ASB elected offices available are: **President, Vice President, Secretary, and Treasurer.**
2. Academic Eligibility - You must have a minimum **3.0 GPA** for each grading period after your election. Failure to **maintain a 3.0 GPA** will result in removal from office. No "F"s may be received while in office.
3. Officers must take part in **ALL** Freiler Middle School activities designated by the AFS Activities Director. All officers are subject to removal at the discretion of the Activities Director for unsatisfactory conduct or effort after at least one (1) warning.
4. If elected to office, your responsibilities as an officer **MUST** precede over any additional and other extra-curricular activity(ies) such as athletics, etc... You are required to assist with all AFS dances and other activities of which your school/class is participating. You are expected to willfully accept all jobs/tasks assigned. In addition, you are expected to be cooperative with your peers, promote school and class spirit, and accept the will of the majority and what is in the best interest of Freiler Middle School and the student body.
5. Candidate must attend Zoom interview with the panel and answer a series of questions. Any candidate for an office will be designated as the duly elected holder of the office if he/she receives a majority (50% + 1) of the votes cast at the election, after the essay and interview requirements are fulfilled, and a runoff election will be held in case of a tie.

Signature and Agreement:

I _____ understand, and have read this contract.

(print your full name)

I accept the responsibilities and duties identified on this contract.

Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Teacher Recommendation

Please let me know what two teachers you would like me to reach out to on your behalf for your teacher recommendations.

1. _____

2. _____