

SRC Nomination Information:

- 1) Make sure to read through this document carefully and entirely.
- 2) Nominations must include name (The name you supply will be how it is on the ballot), email address, position (President, Treasurer, Secretary, or Member at Large), and a paragraph stating why you want to be on the Student Representative Council. You also need a teacher reference or the signatures of 8 Luther students (two from each grade). The teacher reference will be needed if we are online, and the student signatures will be needed if we are in the school. The teacher reference must email Mr. Graf stating their approval of your candidacy. All other requirements (academic average and Principal approval) will be obtained by Mr. Graf.
- 3) The Positions/Duties of SRC members and the SRC Candidate Guidelines and Rules are attached. Again, read through this information carefully and if you have any questions, email Mr. Graf (jon.graf@luthercollege.edu) or Mrs. Smoliak (brittany.smoliak@luthercollege.edu).
- 3) You may submit your nomination via email (jon.graf@luthercollege.edu) in 2 ways - print the nomination form, fill out and then send a scan/picture or type out your nomination and email the document. If we are back in the school then you will hand in a paper copy of your nomination form to Mr. Graf, Mrs. Smoliak, or the office.

Important Dates:

	Online	In person
Nomination Form Due	Monday, May 31 st	Monday, May 31 st
Speeches are due	Friday, June 4 th	Friday, June 4 th
Campaigning begins	Monday, June 7 th	Tuesday, June 8 th
Speeches played in chapel	Mon. June 7 th and Tues. June 8 th	Wed. June 9 th and Thurs. June 10 th
Campaigning ends	Wednesday, June 9 th	Thursday, June 10 th
Election	Thursday, June 10 th	Friday, June 11 th

Positions and Duties:

1) **President:** (must be a student entering grade 12 and have an average of 80% or higher) They preside at the SRC meeting; shall call special meetings when necessary; post all the meeting dates, times and places of meetings at the beginning of the year; shall act as official representative of the students; shall look after any business that may arise which does not fall within the scope of any directorate; shall represent the council on all public occasions.

Vice-President: (The runner-up in the Presidential Election) They perform the duties of the President in his or her absence; shall perform other duties associated with the office such as coordinator and overseer of all publicity, overseeing of events and fundraising, and along with the President, should oversee the duties of the treasurer, secretary and 9 members at large.

2) **Treasurer:** (must be entering grade 11 or 12 and have an average of 75% or higher) will have charge of all SRC funds and be responsible for the petty cash; shall keep accurate records of all receipts and expenditures; make a monthly report to the SRC; his or her books shall be audited by the SRC staff sponsor at the end of the year; co-sign all cheques, together with the faculty advisor; and be responsible for the money and admissions at any S.R.C. function.

3) **Secretary:** (must be entering grade 11 or 12 and have an average of 75% or higher) must keep the minutes of all SRC meetings; shall, handle all official correspondence and keep a file of the same; maintain an attendance recording of the SRC. In the absence of the Secretary, the Vice-President will fulfill his or her duties.

4) **9 Members at Large** (can be entering gr. 10, 11, or 12 and have an average of 70%) The following responsibilities will be taken up by the nine members at large. Some duties will be shared between all members, while other duties will be the responsibility of one or two people.

- a) **Social Director Duties** shall be responsible for dances - including arranging for music and delegating a committee to take charge of decorating; foster school spirit by providing social functions throughout the year – (welcome week, talent shows, etc.)
- b) **Social Concern Rep Duties** shall bring to the attention of the SRC any complaints or suggestions from their grade and shall promote any activity sponsored by the SRC; and initiate the organization of service activities when necessary.
- c) **Intramural Activities Director Duties** shall be responsible for the House system and the intramural program; shall take an active part with any other directorate in organizing house orientated functions such as a fundraising drive or any other competitions throughout the year - (drama days, color days, hall decorating, etc.)
- d) **Publicity Director Duties** shall be responsible for the publicizing of any event in the school calendar (i.e. dances, coffee houses, carnivals, etc.); shall be responsible for the changing of the SRC TV and

updating our social media sites.

SRC Candidates - Guidelines and Rules

1) Campaigning

- Pay attention to the dates that campaigning begins and ends. It changes depending on if we are online or in person. There are 3 days to campaign with the 3rd day being the day before the election.
- You are not allowed to campaign on Election Day.
- You are not allowed to give away food, t-shirts or any other item that would be considered a bribe for someone's vote. This includes out of school promises i.e. parties/alcohol. As well you cannot promise gifts after you are elected.
- Teachers or other staff members are not allowed to be a part of a campaign. They cannot be mentioned in your social media posts or in your speech.

2) Posters

- If we are in-person learning then you may have posters under the following conditions.
- A maximum of **5 posters** can be used per person. This is to ensure that posters are unique and eye catching, and it reduces waste.
- Posters should only promote your campaign and should not mention any other candidates.
- Posters should be free of profanity and be school appropriate.
- Buttons or stickers do not count as posters if they are smaller than 4 inches by 6 inches.
- Mr. Graf needs to approve all posters.
- Posters can go up at 7:30 am on the first day of campaigning and must come down on the third day by 3:30 pm.
- Areas of the school where posters can be put up will be discussed in a candidate meeting prior to campaigning.

3) Speech

- Every Candidate will address the student body for **1 minute** before Election Day.
- This year you will be responsible to record your speech and send it to Mr. Graf on or before June 4th. The speech should be no more than 1 minute in length. Mr. Graf will piece together all the videos by position in random order. The final compilation video will be presented as a chapel video.
- You should be the only person in your video. It is a chance to address the student body on why they should vote for you. Your video should include an introduction of yourself. You cannot mention any teachers and I suggest not mentioning the previous SRC. Your video needs to be in good taste.

4) **Social Media**

- Campaigning using social media is allowed, but needs to follow the above guidelines.
- All social media posts should be of good taste and focus on you and your campaign.
- Posts that generate inappropriate or negative feedback should be deleted.

If any of the above rules are broken or a candidate is disrespecting the campaign and election process they may be removed from the ballot.

If you have any questions or concerns, you may email Mr. Graf or Mrs. Smoliak.

GOOD LUCK!