

# **POLICIES OF THE GEORGIA ASSOCIATION OF STUDENT COUNCILS**

## **Duties of the Executive Director**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Represent GASC at SASC, NASC, & NASSCED/NAWD.
3. Direct and provide leadership training for the Executive Board.
4. Manage outgoing expenses for GASC and work closely with the Treasurer to manage funds and budget.
5. Work with advisor liaisons to design advisor programs throughout the year.
6. Preside over the annual advisor business meeting.
7. Continue programs such as a summer leadership workshop and a GASC Alumni Association.
8. Nominate appointed offices as needed.
9. Manage all contracts and invoices with vendors to sign paperwork, write check and release money (speakers, Rock Eagle, etc.).
10. Secure insurance for the organization.
11. Work with treasurer toward 501c3 status.
12. Maintain and foster new relationships with the various affiliate organizations.
13. Establish meeting dates and work with President to establish agendas for all Executive Board meetings.
14. Organize student delegations and travel to SASC & NASC.
15. Organize and recruit exhibitors for state Convention.
16. Preside at officer installation at annual Convention and organize installation breakfast.

## **Duties of the Executive Board**

1. Attend all Executive Board meetings and GASC events, including their own district rally.
2. Set association policies annually.
3. Set annual dues and registration fees.
4. Establish delegate quotas and rules for all GASC programming.
5. Approve nominees for all appointed positions.
6. Approve and promote state service project.
7. Approve state awards and/or competitions.
8. Be responsible for the orientation of incoming association officers and the transition of records.
9. Ensure representation of the Executive Board is present at every district rally to discuss GASC news.
10. Approve expenses related to the association.

## **Duties of the High School Advisor Liaison**

1. Attend all Executive Board meetings and GASC events, including their own district rally.
2. Serve as a contact for any high school advisors, answering questions about membership and GASC events.
3. Welcome new advisors with a welcome packet of advisor tips and a personal email.
4. Work with Executive Director & Middle School Advisor Liaison to design advisor programs throughout the year.
5. Oversee and manage the Awards Program and Speech Contest.
6. Support recruitment of schools for membership and awards participation.

### **Duties of the Middle School Advisor Liaison**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Serve as a contact for any middle school advisors, answering questions about membership and GASC events.
3. Welcome new advisors with a welcome packet on advisor tips & a personal email.
4. Work with Executive Director & High School Advisor Liaison to design advisor programs throughout the year.
5. Oversee and manage the Awards Program and Speech Contest.
6. Support recruitment of schools for membership and awards participation.

### **Duties of the Treasurer**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Manage all incoming receipts for GASC.
3. Contact and follow up on outstanding balances.
4. Provide oversight to the GASC account.
5. Provide a financial report at each executive board meeting and a year-end report to advisors at the advisor business meeting.
6. Appoint advisors to the budget committee and attend the budget committee meeting in an advisory role.

### **Duties of the President School**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Select the annual Convention theme.
3. Select, train, and organize school guides for Convention.
4. *Select two students to fulfill the following duties of President.*
  - a. Serve as chair of the Executive Board and establish the agenda in conjunction with the executive director for all meetings and Convention.
  - b. Give the opening address at all GASC events.
  - c. Develop and arrange for the printing and distribution of the printed Convention program and podium book.
  - d. Propose state service project and promote it at all GASC events.
  - e. Represent or find a school to represent GASC at regional (SASC) & national (NASC) meetings at the expense of the association. (One delegate registration paid per event.)
  - f. Preside at the Leadership Summit.
  - g. Serve as a liaison for GASSP & other affiliations.
5. *Select two students to fulfill the following duties of Convention Chair.*
  - a. Select workshop topics and presenters for Convention.
  - b. Select keynote speakers for general sessions of the annual Convention.
  - c. Provide Convention registration materials and copies of Convention rules.
  - d. Provide individual delegate packets including but not restricted to name badges and housing information.
  - e. Organize the assignment of workshops to delegates at Convention.

### **Duties of the Vice President School**

1. Attend all Executive Board meetings & GASC events, including a district rally.
2. Promote the annual membership drive.
3. Secure the proclamation by the Governor of "Georgia Student Council Week."

4. Plan and execute the Leadership Summit including dates, facilities, speakers, workshops and promotional materials.
5. Manage check-in and registration (paperwork, workshop assignments, name tags) at the Leadership Summit.
6. Provide promotional materials for membership drive, district representatives, and the Leadership Summit to Journal School.
7. Work with Parliamentarian to organize the election of district representatives.
8. Host (a) meeting(s) for district representatives and oversee district representatives by providing outlines and expectations for district rallies.
9. Organize district meetings at Convention.

### **Duties of the Secretary School**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Record and distribute minutes of the Executive Board meetings.
3. Coordinate decorations and refreshments for the Advisor Hospitality Room at annual Convention.
4. Record minutes at state Convention and all Advisor Business Meetings.
5. Develop and distribute Emergency Action Plan (EAP) for all GASC events.
6. Publish and distribute monthly newsletters (with upcoming GASC events and council ideas) to member schools.

### **Duties of the Journal School**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Maintain and update the GASC website and social media outlets.
3. Provide an evaluation for all GASC events, compile the results, and submit to the Executive Board to be used in planning future events and all schools in attendance.
4. Serve as official GASC photographer at all GASC meetings and events at which they are in attendance. When not in attendance, collect pictures from attendees.
5. Produce videos for arrivals, NASC/SASC attendance, Summit, District Rallies, and Convention.
6. Publish the Convention report on the website.
7. Publish an article recapping major GASC events on the website.

### **Duties of the Parliamentarian School**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Keep a current version of the GASC Constitution and serve as protector of the constitution.
3. Speak on behalf of the Executive Board in questions concerning parliamentary procedure.
4. Notify all member schools about qualifications and procedures related to running for a state office per the election policy document.
5. Act as sergeant-at-arms during elections and select tally clerks per the guidelines in the constitution.
6. Host a president's meal at annual Convention if facilities are available.
7. Work with Vice President to organize the election of district representatives.

### **Duties of the Middle School Member-At-Large**

1. Attend all Executive Board meetings & GASC events, including their own district rally.
2. Assist president with recruitment for middle school membership and middle school participation at all GASC events.

3. Represent middle school interests on the Executive Board.
4. Compile resources for middle school members.
5. Work with Middle School Advisor Liaison provide support and resources for middle schools at District Rallies.
6. Coordinate middle school workshops and roundtables for Convention & Summit.
7. Coordinate a middle school event for Saturday night of Convention.

### **Duties of the District Representatives**

1. Assist Vice President school with the recruitment of new schools and retention of current schools within the district.
2. Host a district rally.
  - a. Hold workshops for awards submissions, state service project, and others.
  - b. Promote Convention and other student council events.
3. Communicate all GASC & student council information with district schools.
4. Attend a district representative meeting as scheduled, Leadership Summit, & GASC Convention.
5. Provide feedback to the Executive Board based on regional needs.
6. Present a workshop at Convention.
7. Provide photo/video documentation of the District Rally to Journal school.
8. Update and maintain a list of schools within the district.

### **Compensation**

The Executive Board may provide compensation for expenses associated with the duties and responsibilities of the officers and of the association.

### **Formal Campaigning Procedures for Offices of the Executive Board**

The following procedures have been approved by the Executive Board for the GASC officer campaigning period.

**Candidate schools will be allowed to register for convention one hour before the campaign meeting.**

- **Candidate Materials Approval:** Each school seeking office will be required to turn in all campaign materials to the designated area 30 minutes prior to the start of the candidate election meeting on the opening day of convention. At this time, all materials will be reviewed and approved. IF POSSIBLE, try to send a picture of each of your materials in advance to the parliamentarian school (gascparli@gmail.com). This will facilitate the approval process at convention. All materials will be held in this location until the dismissal of candidates from the skit preview.
- **Candidate Election Meeting:** Each school seeking office will be required to attend the candidate meeting in the auditorium on the opening day of the convention. This meeting will begin promptly at the stated time in the conference schedule. Candidates MUST be seated by school by the stated time in the conference schedule. Doors to the auditorium will close at the stated time in the conference schedule.  
**\*No candidates will be permitted to begin campaigning without attending this meeting.**  
**\*No candidates may begin campaigning until after the candidate election meeting has ended. Campaigning during or before this meeting will result in disqualification from running for office.**

- **Candidate Skit Preview:** Immediately following the election meeting, schools will begin the skit preview. Each school will perform their election skit ONE TIME for the parliamentary school. Any costumes & props for the skit must be used during the preview. All candidate schools will remain in the auditorium until all skits have been previewed. Delegates not on stage MUST remain quiet. If a school is disruptive, they will be dismissed from the auditorium and incur a one-hour wait time before beginning campaigning. At the end of this meeting all schools will be dismissed to pick up campaign materials and campaigning may begin.
  - \*Any issues requiring an additional run through of the skit will be permitted, but only after all schools have finished the preview.
  - \*Using materials that were not approved will result in disqualification from running for office.
  - \*If you add or remove anything from your skit after the preview without approval, you will be disqualified.
- **Candidate Campaign Table:** A table will be provided for each candidate school to display campaign materials (triboard, pamphlets, flyers, giveaways, etc.) previously approved by parliamentary school.
- **Candidate Speeches:** Candidates will be required to present two speeches at general sessions. The first speech (given at 1<sup>st</sup> General Session) should be an introductory speech lasting no longer than one minute and given by only one person. The second speech (given at the General Election Meeting) should be more detailed, but no longer than two minutes. The second speech may be given by one or two people.
  - \*All speakers MUST be in business attire to take the stage for speeches.
    - \*Gentlemen: dress shirt, tie, slacks, dress shoes, jacket optional
    - \*Ladies: a skirt or slacks with an appropriate top or a business dress & dress shoes
  - Skirts should be no more than two inches above the knee and ladies' tops should not barebacks and should have a modest neckline.
- **Campaign Skits:** Each candidate school is allowed four minutes to perform a campaign skit. Sound will be cut at four minutes. The skit should focus on the school's qualifications for office and MUST be EXACTLY what was presented during the preview at the candidate meeting. Any technology needs should be sent via email to the parliamentary school at least two weeks prior to convention.

### **Formal Campaigning Procedures for District Representatives**

The following procedures have been approved by the Executive Board for the GASC officer campaigning period.

**Candidate schools MUST announce their intention to run for the office of District Representative through sign-up with the Vice President School upon checking-in at registration on the opening afternoon of convention.**

- **Running for District Representative:** We encourage any schools running opposed for GASC Executive Board to inform the Vice President School if they would also be interested in campaigning for the position of District Representative in the event that they do not win the election for GASC Executive board. If they do win the position then we will simply remove their name from the list of schools seeking the position of District Representative. The list of schools that submit their intention to run for District Representative will not be made public until the District Representative meetings.

- **Candidate Materials Approval:** Each school seeking office will be required to turn in all campaign materials to the Vice President upon registration on the opening day of convention. At this time, all materials will be reviewed and approved by the Vice President. Approved materials will be given back to candidate schools upon conclusion of the District Representative meeting. Note that having campaign materials is optional for district reps.
- **District Meeting:** The District meeting will occur following the Elections for the Executive board. This allows schools that ran opposed in the Board Elections to have a chance to campaign for the position of District Representative. During this meeting, each school that announced its intention to run will give their one-minute speech.
- **Candidate Speeches:** Candidates will be required to present a one-minute speech during the District meeting Saturday of the convention.
- **Campaigning:** Schools campaigning for the position of District Representative may ONLY campaign following the District Meeting and may do so until curfew Saturday Night.
- **Voting:** For districts in which the position of District Representative is opposed schools will vote Sunday via ballot during the last General Session. Schools will be given one vote each.

### **Informal Campaigning Procedures**

One-on- one campaigning is encouraged at all times during the convention after candidates have been released from either the Candidate Election Meeting or the District Meeting, depending on the position the school is running for.

Candidates are also encouraged to create signs/banners/buttons for campaigning.

No stickers or decals allowed.

You may use stakes to put signs in the ground.

Campaign materials in cabins may only be posted/left in common areas.

No signs in the Auditorium.

NO TAPE OR ADHESIVE CAN BE USED TO HANG SIGNS.

NO GLITTER, CONFETTI, OR CONFETTI CANNONS.

No food giveaways are permitted.

All other giveaways must be approved by the Parliamentarian School during the Candidate Meeting. (If you are unsure about the approval of your giveaways, please ask before you purchase!)