

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

## **Duties of the Executive Board**

1. Set association policies annually.
2. Set annual dues and registration fees.
3. Establish delegate quotas and convention rules for the annual association convention.
4. Approve nominees for all appointed positions.
5. Approve and promote state service project.
6. Approve state awards and/or competitions.
7. Be responsible for the orientation of incoming association officers and the transition of records.
8. Plan and execute Leadership Summit including dates, facilities, speakers, workshops and promotional materials.
9. Manage check-in and registration (paperwork, workshop assignments, name tags) at Leadership Summit.
10. Ensure representation of the Executive Board is present at every district conference to discuss GASC news.
11. Design Emergency Action Plan in conjunction with the Assistant Executive Director.
12. Approve expenses related to the association.

## **Duties of the Executive Director**

1. Attend all Executive Board meetings and GASC events, including their own district conference.
2. Represent GASC at NASSCED and NCSA.
3. Direct & provide leadership training for the Executive Board.
4. Manage outgoing expenses for GASC & work closely with the Finance Officer to manage funds and budget.
5. Work with Assistant Executive Director and Advisor Liaison to design advisor programs throughout the year.
6. Preside over the annual advisor business meeting.
7. Nominate appointed offices as needed.
8. Manage all contracts and invoices with vendors to sign paperwork, write checks, and release money (speakers, Rock Eagle, etc.).
9. Secure insurance for the organization.
10. Work with Finance Officer to maintain 501c3 status
11. Maintain and foster new relationships with the various affiliate organizations.
12. Establish meeting dates and work with the President to establish agendas for all Executive Board meetings.
13. Organize student delegations and travel to regional and national conferences.
14. Organize and recruit exhibitors for state convention.
15. Preside at officer installation at annual conventions and organize installation breakfast.

## **Duties of the Assistant Executive Director**

1. Attend all Executive Board meetings and GASC events.
2. Represent GASC at NASSCED & NCSA.

3. Work with executive director and advisor liaison to design advisor programs throughout the year.
4. Coordinate student travel groups.
5. Along with Advisor Liaisons, oversee and manage the State Awards Programming: Outstanding Projects, Speech Contest, Senior Scholarship, “Of the Year” awards, and the State Service component of awards programming.
6. Recruit exhibitors and business partnerships with GASC.
7. Complete other duties as assigned by the Executive Director.
8. Develop and implement the Certified Student Leadership Program.
9. Organize the assignment of workshops to delegates.

### **Duties of the Advisor Liaison**

1. Attend all Executive Board meetings and GASC events, including their own district conference.
2. Serve as a contact for any advisors, answering questions about membership and GASC events.
3. Welcome new advisors with a welcome email & publish a monthly newsletter.
4. Work with Executive Director and Assistant Executive Director to design advisor programs throughout the year.
5. Support recruitment of schools for membership & awards participation.
6. Serve as point of contact for respective District Conference.
7. Facilitate awards programming with Assistant Executive Director.

### **Duties of the Finance Officer**

1. Attend all Executive Board meetings and GASC events, including their own district conference.
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 Registrar/Webmaster**

1. Attend all Executive board meetings & GASC events, including their own district conference.
2. Develop the registration sites for District Conferences, Leadership Summit, Convention, and any other specified GASC events.
3. Serve as point of contact for all event registration and coordinate with the executive director and any other officers as needed.
4. Maintain and update the GASC website as information is provided by the other officers.

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

1. Attend all Executive Board meetings and GASC events, including their own district conference.

2. Serve as chair of the Executive Board and establish the agenda in conjunction with the executive director for all meetings and conventions.
3. Plan for the annual convention.
  - a. Serve as convention chair.
  - b. Select the annual convention theme.
  - c. Select keynote speakers for general sessions of the annual convention in conjunction with the executive director.
  - d. Give the opening address at convention
  - e. Provide convention registration materials & copies of convention rules
  - f. Provide individual delegate packets including but not restricted to name badges and housing information.
  - g. Develop and arrange for the printing and distribution of the printed convention program.
  - h. Select, train and organize school guides.
4. Represent or find a school to represent GASC at regional (SASC) and/or national (NatStu or Vision) meetings at the expense of the association.

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

1. Attend all Executive Board meetings and GASC events, including their own district conference.
2. Coordinate the annual membership drive.
3. Provide promotional materials for membership drive to district representatives and Communication School.
4. Plan and implement pre-conference activities in conjunction with the President School
5. Organize the application and election of district representatives.
6. Host a meeting(s) for district representatives and oversee district representatives by providing outlines & expectations for membership
7. Preside at the Leadership Summit.
8. Plan and organize the logistics of Leadership Summit (themes, t-shirt designs, promotional materials, and name tags)

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

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

### **Duties of the Communication School**

1. Attend all Executive Board meetings and GASC events, including their own district conference.
2. Maintain and update the GASC social media outlets.
3. 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.
4. Produce videos for arrivals, convention summary, etc. to be used at convention.

5. Create recap videos for Summit, District Conferences, Convention, and any other GASC events.
6. Publish a textual convention recap and demographics on social media.

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

1. Attend all Executive Board meetings and GASC events, including their own district conference.
2. Keep a current version of the GASC Constitution and serve as protector of the constitution.
3. Keep the officer duties list accurate and up to date
4. Speak on behalf of the Executive Board in questions concerning parliamentary procedure.
5. Notify all member schools about qualifications and procedures related to running for a state office per the election policy document.
6. Act as sergeant-at-arms during elections and select tally clerks per the guidelines in the constitution..
7. Present information at Leadership Summit to promote running for office.

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

1. Attend all Executive Board meetings and GASC events, including their own district conference.
2. Assist vice 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 and share resources for middle school members through the monthly Consulus.
5. Provide support and resources for middle schools at District Conferences.
6. Coordinate middle school workshop at Summit.
7. Coordinate middle school activities at convention.

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

1. Attend all Executive Board meetings and GASC events
2. Assist Vice President school with the recruitment of schools within the district
3. Host a district conference
4. Create & lead workshops for district conference
5. Communicate all GASC information with district schools
6. Provide feedback to the Executive Board based on regional needs.

### **Duties of the State Service Ambassador**

1. Attend all Executive Board meetings and GASC events
2. Communicate state service project details, including deadlines and monthly activities.
3. Facilitate quarterly Zoom meetings with school service representatives.
4. Provide updates and reminders to participating schools.
5. Encourage collaboration and engagement among student councils.
6. Report progress to the GASC Executive Board.

### **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**

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 parliamentarian 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 parliamentarian 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 be 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 parliamentarian school at least two weeks prior to convention.

### **Informal Campaigning Procedures**

One-on-one campaigning is encouraged at all times during the convention **after** candidates have been released from the skit preview meeting.

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!)