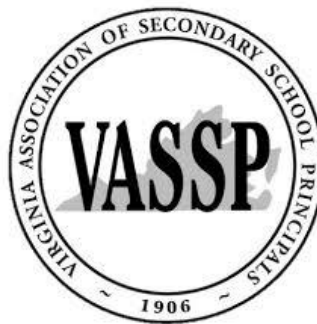


**Bylaws of the
Virginia Student Councils Association**



**A Committee of the
Virginia Association of Secondary School Principals, Inc.**



Adopted September 24, 2001

Reprinted March 19, 2010

Revised September 25, 2017

**BYLAWS OF THE
VIRGINIA STUDENT COUNCILS ASSOCIATION A COMMITTEE OF
THE VIRGINIA ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS, INC.**

ARTICLE I: NAME

The name of this Virginia Association of Secondary School Principals (VASSP) committee shall be the Virginia Student Councils Association (VSCA).

ARTICLE II: SPONSORSHIP AND SUPERVISION

Section 1: As a committee of the VASSP, the VSCA shall be under the sponsorship and supervision of the Virginia Association of Secondary School Principals (VASSP).

Section 2: Organizations not affiliated with the Virginia Association of Secondary School Principals shall not participate in VSCA activities unless approved by the VASSP Board of Directors. The final governing authority for all actions of the VSCA shall rest with the VASSP Board of Directors.

ARTICLE III: OBJECT

The object of the VSCA shall be:

- a. to promote student leadership in the school community;
- b. to encourage the development of new student councils;
- c. to assist all student councils in becoming more effective organizations within their school, community, state, and nation;
- d. to help organize school, local, and regional student council associations;
- e. to provide assistance to student council members, advisors, and principals;
- f. to provide information on all phases of student council activities;
- g. to facilitate the exchange of ideas and experiences between state member schools and the National Association of Student Councils (NASC);
- h. to provide opportunities for students to practice the democratic process;
- i. to provide leadership training for student council members and advisors; and
- j. to provide a forum for student opinions on issues facing student leaders.

ARTICLE IV: MEMBERS

Section 1: All schools (K-12), public and private, in the Commonwealth of Virginia that have a student council, student government, or similar official organization are eligible for membership.

Section 2: The VSCA membership year for elementary, middle, and high schools shall coincide with the VASSP Department of Student Leadership (DSL) annual membership structure, September 1 to August 31.

Section 3: Annual dues shall be established and subject to change as recommended by the VASSP Executive Director, the VASSP Director of Student Leadership, and the VSCA Advisory Committee. Annual dues shall be approved by the VASSP Board of Directors.

ARTICLE V: STRUCTURE OF THE COMMITTEE

Section 1: The VSCA is a committee of member schools.

Section 2: The VSCA will utilize the organization of the Regions of the VASSP as a vehicle for securing appropriate school representation.

Section 3: The VSCA will be represented by the VSCA Advisory Committee comprised of the three (3) VSCA Officer Schools, eight (8) Regional Representative High Schools, up to three (3) Representative Middle Schools, up to three (3) Representative Elementary Schools, and including Appointed Members that have been approved by the VSCA Director.

ARTICLE VI: OFFICERS

Section 1: The Officer Schools of the VSCA shall be President School, Vice-President School, and Secretary School.

Section 2: Definition: Offices of the VSCA shall be held by schools rather than by individuals. Officer Schools, once elected, shall be represented on the VSCA Advisory Committee by a student representative and that school's student council advisor, or principal's designee, who is a contracted professional employee of that school's division and is covered by that division's liability policy.

Section 3: Election of Officer Schools shall take place at the Annual Convention.

Section 4: Qualifications for Officer Candidate Schools:

- a. A Candidate School shall have been a member of VSCA the school year preceding its nomination and shall be a current member.
- b. A school may hold only one (1) office at a time. A school shall not hold consecutive terms as the same Officer School.
- c. The Candidate School shall file, with the office of the VASSP Department of Student Leadership, a properly completed Candidate School application. This application shall be signed by the SCA advisor and school principal and submitted to the VSCA Office by the established deadline.

Section 5: The newly elected Officer Schools shall be installed immediately prior to the adjournment of the Annual Convention, and shall assume their duties immediately upon installation.

Section 6: Any Officer School vacancies occurring between annual conventions shall be filled for the unexpired term through appointment by the VSCA Advisory Committee. If the VSCA Advisory Committee is unable to successfully fill any vacancy of an office, the VASSP Board of Directors may make the appropriate appointment.

Section 7: An Officer School whose representatives have been absent from two (2) of the three (3) regular meetings of the VSCA Advisory Committee, or who violate the VSCA Code of Conduct shall automatically vacate the seat. The vacancy shall be filled as provided by these Bylaws.

Section 8: The VSCA Advisory Committee may remove any officer for cause by a two-thirds (2/3rds) vote of the VSCA Advisory Committee present at any regular or special meeting.

ARTICLE VII: REGIONAL REPRESENTATIVES

Section 1: The Regions of the VSCA shall correspond to the eight (8) VASSP Regions as established by the VASSP Board of Directors.

Section 2: Representative positions of the VSCA shall be held by the school, rather than an individual. Representative Schools, once elected, shall be represented on the VSCA Advisory Committee by a student representative and that school's student council advisor, or principal's designee, who is a contracted professional employee of that school's division and is covered by that division's liability policy.

Section 3: Election of the Representative Schools shall take place at the Annual Convention.

Section 4: Qualifications for Representative Schools:

- a. A Candidate School shall have been a member of the VSCA during the school year preceding its nomination, and shall be a current member.
- b. A school shall not hold consecutive terms as a Representative School, unless no other qualified schools run for the position.
- c. The Candidate School shall file a properly completed Candidate School application. This application shall be signed by school's student council advisor and school's principal, and submitted to the VSCA Office by the established deadline.

Section 5: The newly elected Representative Schools shall be installed immediately prior to the adjournment of the Annual Convention, and shall assume their duties immediately upon installation.

Section 6: Any vacancy occurring between annual conventions shall be filled for the unexpired term through appointment by the VSCA Advisory Committee, upon recommendation of the VSCA Director or the VASSP Executive Director. If the VSCA Advisory Committee is unable to successfully fill any vacancy, the VASSP Board of Directors may make the appropriate appointments.

Section 7: A Representative School whose entire collection of representatives have been absent from two (2) of the three (3) regular, annual meetings of the VSCA Advisory Committee, or who violate the VSCA Code of Conduct, shall automatically vacate the position. The vacancy shall be filled as provided by these bylaws.

Section 8: The VSCA Advisory Committee may remove any Representative School for cause by a two-thirds (2/3rds) vote of the VSCA Advisory Committee members present at any regular or special meeting.

ARTICLE VIII: VSCA ADVISORY COMMITTEE

Section 1: There shall be a VSCA Advisory Committee consisting of up to seventeen (17) voting members: three (3) high school Officer Schools (President, Vice-President, and Secretary), eight (8) Regional High School Representative Schools, up to three (3) Middle Level Representative Schools, and up to three (3) Elementary Level Representative Schools. Each Representative School member shall have one vote.

Section 2: The presiding officer of any meeting shall only vote in the case of a tie.

Section 3: Ex-officio non-voting members shall include two (2) VASSP representatives to be appointed by the VASSP Board of Directors, Director of the VASSP Department of Student Leadership, or VASSP Executive Director. The VASSP Executive Director shall appoint other ex-officio non-voting members as necessary.

Section 4: To meet the Object as defined in Article III, the VSCA Advisory Committee shall:

- a. advise the VASSP Department of Student Leadership and the VASSP Board of Directors concerning activities, projects, proposals, and needs of the VSCA;
- b. stimulate the study of issues and concerns of student council programs;
- c. suggest, coordinate, and report activities and studies of VSCA regions;
- d. serve as a discussion group for problems affecting the VSCA and its regions;
- e. recommend ways and means of unifying and coordinating effort and work with student council programs;
- f. as individuals, supervise and direct regional meetings for their respective regions;
- g. attend all regular and special meetings of the Advisory Committee;
- h. submit a letter for the monthly newsletter
- i. apply to conduct a break-out session at the Annual Convention; and
- j. review and approve all recommendations as provided in these Bylaws for VSCA Bylaw amendments.

Section 5: Any vacancy occurring on the VSCA Advisory Committee between annual meetings shall be filled for the unexpired term through appointment, by the VSCA Advisory Committee, upon recommendation of the VSCA Director, Director of the VASSP Department of Student Leadership, or VASSP Executive Director. If the VSCA Advisory Committee is unable to successfully fill any vacancy, the VASSP Board of Directors may make the appropriate appointments.

Section 6: A member of the VSCA Advisory Committee who has been absent from two (2) of the three (3) regular meetings of the VSCA Advisory Committee or violates VSCA Code of Conduct shall automatically vacate the seat and the vacancy shall be filled as provided by these bylaws.

Section 7: The VSCA Advisory Committee may remove any member of the VSCA Advisory Committee for cause by a two-thirds (2/3rds) vote of the VSCA Advisory Committee present at any regular or special meeting.

Section 8: The VSCA Advisory Committee or the VASSP Executive Director may establish an Executive Committee comprised of the President School, Vice-President School, and Secretary School. Ex-officio members shall include the VSCA Director, Director of the VASSP Department of Student Leadership, VASSP Executive Director, or an appointed designee, and two (2) VASSP designated members. The VASSP Executive Director may appoint other ex-officio non-voting members as necessary. The VSCA Executive Committee may facilitate the operation of the organization in the interim between meetings of the VSCA Advisory Committee and perform such other duties as assigned by the VSCA Advisory Committee or by the VASSP Board of Directors.

ARTICLE IX: MEETINGS

Section 1: Regional meetings of the VSCA may take place at Regional Leadership Workshops or Area Leadership Conferences, during the Annual Convention, and in the summer during Summer Leadership Workshops. Any Region may conduct additional meetings with prior notification to the VSCA Office as to the time and place of the meeting.

Section 2: A minimum of three (3) regular meetings of the VSCA Advisory Committee shall take place during the school year. Additional meetings may be called by the VSCA Director, Director of the VASSP Department of Student Leadership, VASSP Executive Director, or an appointed designee.

Section 3: A quorum for all meetings shall consist of a majority of the number of voting members in attendance.

ARTICLE X: SUBCOMMITTEES

- Section 1: The Subcommittees of the VSCA shall be:
- a. Convention, Committee (chaired by the President School);
 - b. Spirit Committee (chaired by the Vice-President School);
 - c. Communications and Media Committee (chaired by the Secretary School);
 - d. Region Representatives Committee;
 - e. Elections and Awards Committee;
 - f. National Association of Student Councils (NASC) Committee; and
 - g. Headquarters and Hospitality Committee.

Section 2: The President School and VSCA Director shall establish a procedure to place members of the Advisory Committee into Subcommittees.

Section 3: Subcommittees will be formed when deemed appropriate by the VSCA President School, VSCA Director, Director of the VASSP Department of Student Leadership, VASSP Executive Director, or an appointed designee. The VSCA President School, VSCA Director, or Director of the VASSP Department of Student Leadership shall appoint members to serve on the Committee(s).

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the VSCA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the VSCA may adopt.

ARTICLE XII: AMENDMENT OF BYLAWS

- Section 1: Proposal
- a. Amendments to the Bylaws may be presented by a VSCA member school student council or the VSCA Advisory Committee.
 - b. In order to be presented by a VSCA member school student council, the amendment must pass group by a two-thirds (2/3rds) vote with previous notice, and have the signature of the school's student council president, advisor, and principal.
 - c. In order to be presented by the VSCA Advisory Committee, the amendment must pass the administrative body of that group by a two-thirds (2/3rds) vote with previous notice.

Section 2: Submission

A proposed amendment shall be submitted in writing to the VSCA Director, Director of the VASSP Department of Student Leadership, or an appointed designee at least 60 days prior to the date of the next scheduled VSCA Advisory Committee Meeting. The VSCA Director shall send a copy of the proposed amendment to all members of the VSCA Advisory Committee within 30 days after the above deadline.

- Section 3: Consideration, Voting, and Passage
- a. The proposed amendment shall be read and considered at the appropriate Advisory Committee Meeting.
 - b. The proposed amendment shall be considered at the following regularly scheduled meeting of the VSCA Advisory Committee. In order for approval, the proposed amendment must be receive a two-thirds (2/3rds) vote of the VSCA Advisory Committee.
 - c. All amendments must be approved by the VASSP Board of Directors.
 - d. The VASSP Board of Directors may amend these Bylaws at any regularly scheduled meeting of their Board.



**POLICIES OF THE
VIRGINIA STUDENT COUNCILS
ASSOCIATION**

Adopted September 24, 2001
Revised September 25, 2017

OFFICERS OF THE VIRGINIA STUDENT COUNCILS ASSOCIATION

Section 1: Qualifications for student representative of Officer Candidate Schools
The following provisions shall govern the qualifications and eligibility of persons to be student officers of the VSCA:

- a. Candidates for the office of President shall be a rising 12 grader.
- b. Candidates for the office of Vice-President shall be a rising 11-12 grader.
- c. Candidates for Secretary shall be a rising 10-12 grader.
- d. Candidates must currently be active members of their school's SCA as determined by the SCA advisor and policies.
- e. A member school may nominate only one (1) student for state office and only one (1) student to serve as a regional representative in a given year.
- f. The candidate must be free of any violations of the VSCA Code of Conduct.
- g. Each candidate shall have had at least two (2) hours of training in parliamentary procedure and agree to attend a parliamentary procedure training session sponsored by the VSCA.
- h. Each candidate shall be required to have a minimum "C" Grade Point Average or its equivalent and be a student in good standing as determined by the school principal.
- i. Each candidate must have attended an Annual Convention previous to the one that he or she running for election.
- j. Each candidate must be a current member of the VSCA Advisory Committee.
- k. Each candidate must have attended one (1) of the following: a Summer Leadership Workshop, a national conference, an area leadership conference, or a Regional Meeting in addition to those Regional Meetings held at Summer Leadership Workshops and Annual Convention.
- l. Only those students who meet the foregoing qualifications to stand for election to an office shall be nominated for, or elected to, such an office.
- m. Should an office receive fewer than two (2) qualified candidates by the established deadline, a Call for Additional Candidates, with a subsequent deadline, will be announced.

Section 2: Officer School Duties
All duties of officers will be conducted by the school's student representative and the school's student council advisor.

Section 3: The President School shall:

- a. preside over the VSCA Annual Convention;
- b. chair VSCA Advisory Committee Meetings and VSCA Executive Committee Meetings;
- c. attend the VSCA Summer Leadership Workshop and at least one (1) Regional Leadership Workshop;
- d. serve as liaison between the VSCA Advisory Committee and the VASSP Board of Directors;
- e. represent the VSCA at the National Association of Student Councils (NASC) National Conference;
- f. chair the Convention Committee;
- g. prepare reports of activities for the VSCA Advisory Committee; and
- h. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 4: The VSCA Vice-President School shall:

- a. assume the duties of the President when necessary;
- b. assume responsibilities for duties assigned by the President;
- c. attend the VSCA Annual Convention, Summer Leadership Workshops, VSCA Advisory Committee meetings, Executive Committee meetings, and at least one Regional Leadership Meeting;
- d. represent the VSCA at the National Association of Student Councils (NASC) National Conference;
- e. serve as Chair of the Spirit Subcommittee;
- f. lead and teach all energizers at all VSCA meetings;
- g. serve as a voting member of the VSCA Advisory Committee;
- h. compile spirit materials for availability to Regions;
- i. prepare reports of activities for the VSCA Advisory Committee; and
- j. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

Section 5: The Secretary School shall:

- a. in the absence of the President and Vice-President, call a meeting to order and preside until the immediate election of a Chairperson Pro Tem;
- b. assume the responsibilities and duties assigned by the President School;
- c. in the absence of the President and Vice-President, call a meeting to order and preside until the immediate election of a Chair Pro Tem;
- d. attend the VSCA Annual Convention, Summer Leadership Workshops, VSCA Advisory Committee meetings, and Executive Committee meetings and at least one (1) Regional Leadership Meeting;
- e. represent the VSCA at the National Association of Student Councils (NASC) National Conference;
- f. chair the Communications and Media Subcommittee;
- g. maintain attendance records and accurate minutes of all VSCA Advisory Committee and Executive Committee meetings and assist with appropriate correspondence of the VSCA;
- h. submit typed minutes within two (2) weeks to the VSCA State Office so that minutes might be mailed to all VSCA Advisory Committee members in a timely manner;
- i. serve as a voting member of the VSCA Advisory Committee;
- j. compile spirit materials for availability to Regions;
- k. furnish Committees with documents that are required for the performance of their duties and have, at each meeting, a list of all Committees and their members;
- l. maintain a record book in which bylaws, special rules of order, standing rules, and minutes are entered, along with any amendments to these documents properly recorded, and have this record book at every meeting;
- m. prepare reports of activities for the VSCA Advisory Committee; and

- n. perform other duties as applicable to the office as prescribed by the parliamentary

**REGIONAL REPRESENTATIVES OF
THE VIRGINIA STUDENT COUNCILS ASSOCIATION**

High School Level Representative Schools

Section 1: The following provisions shall govern the qualifications and eligibility of persons to be the student representative candidate for the Regional Representative Schools:

- a. A VSCA member school may nominate only one (1) student for the representative position in a given year.
- b. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
- c. Candidates must be free of any violations of the VSCA Conduct Code.
- d. Candidates are required to have a minimum "C" Grade Point Average (or its equivalent) and be a student of good standing as determined by the school principal.
- e. Candidates must be current members of the VSCA Advisory Committee.
- f. Only those students who meet the foregoing qualifications to stand for election to an office shall be nominated for, or elected to, such an office.
- g. Should an office receive fewer than two (2) qualified candidates by the established deadline, a Call for Additional Candidates, with a subsequent deadline, will be announced.

Section 2: The Regional Representative Schools shall:

- a. promote the VSCA throughout the region;
- b. serve as a voting member of the VSCA Advisory Committee, after consultation with the school's student council advisor;
- c. serve on the Regional Representatives Subcommittee;
- d. assist in membership recruitment within the region and serve as a consultant to individual schools within the region;
- e. conduct the regional meetings at the VSCA Regional Leadership Workshop and Annual Convention;
- f. organize and chair a planning session for the Regional Leadership Workshop;
- g. plan and execute activities for the Regional Leadership Workshop, according to the VSCA guidelines;
- h. lead seminars at the Regional Leadership Workshop, when requested;
- i. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, and the appropriate Regional Leadership Workshop;
- j. apply to conduct a break-out session at the Annual Convention;
- k. communicate and network with other Regional Representatives;
- l. submit an article for the monthly newsletter, when assigned; and
- m. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

Middle Level Representative Schools

Section 1: Qualifications for the student representative of a Middle Level Representative School

- a. Candidates must currently be active members of the Officer School's SCA as determined by the SCA advisor.
- b. The candidate must be free of any violations of the VSCA Code of Conduct.
- c. Each candidate shall be required to have a minimum "C" Grade Point Average or its equivalent.
- d. Each candidate must be a student in good standing as determined by the school's principal.

e. Only those students who meet the foregoing qualifications and who have the appropriate signed consents to stand for election to an office shall be nominated for or elected to such an office.

Section 2: Middle Level Representative School Duties

- a. attend Middle School workshop;
- b. serve as a voting member of the VSCA Advisory Committee, after consultation with the school's student council advisor;
- c. assist with the Regional Leadership Workshop and Annual Convention;
- d. assist in membership recruitment within the Region and serve as a consultant to individual schools within the Region;
- e. lead seminars at the Regional Leadership Workshop, when requested;
- f. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, and the appropriate Regional Leadership Workshop;
- g. communicate and network with other Representative Middle Schools;
- h. apply to conduct a break-out session at the Annual Convention;
- i. submit an article for the monthly newsletter, when assigned; and
- j. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

Elementary Level Representative Schools

Section 1: Qualifications for student representative of an Elementary Level Representative School

- a. Candidates must currently be active members of the Officer School's SCA as determined by the SCA advisor.
- b. The candidate must be free of any violations of the VSCA Code of Conduct.
- c. Each candidate shall be required to have a minimum "C" Grade Point Average or its equivalent.
- d. Each candidate must be a student in good standing as determined by the school's principal.
- e. Only those students who meet the foregoing qualifications and who have the appropriate signed consents to stand for election to an office shall be nominated for or elected to such an office.

Section 2: Elementary Level Representative School Duties

- a. attend Elementary School workshop;
- b. serve as a voting member of the VSCA Advisory Committee, after consultation with the school's student council advisor;
- c. assist with the Regional Leadership Workshop and Annual Convention;
- d. assist in membership recruitment within the Region and serve as a consultant to individual schools within the Region;
- e. lead seminars at the Regional Leadership Workshop, when requested;
- f. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, and the appropriate Regional Leadership Workshop;
- g. communicate and network with other Representative Elementary Schools;
- h. apply to conduct a break-out session at the Annual Convention;
- i. submit an article for the monthly newsletter, when assigned; and
- j. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

ELECTIONS PROCEDURES

Section 1: The school resume

- a. Each Officer Candidate School shall submit a resume outlining their student council experiences, qualifications for office, and support of their student representative(s).
- b. All resumes shall be submitted as part of the application process, and will be distributed to schools attending the Annual Convention.
- c. The resume may include such topics as student council experiences, awards received, participation in local, regional, state, and national activities, school service projects, and community service projects.
- d. School resumes shall be limited to a length of no more than two (2) pages.

Section 2: The Campaign

- a. Each Officer Candidate School is to submit to the Elections Committee an official campaign budget signed by school's SCA advisor. This budget must include **all** campaign expenses including the regular retail value of any materials donated to, or supplied at a special reduced price to the candidate. This is to include **all** campaign activity whether conducted at the local, regional, or state level, either before or during the time of the Annual Convention. The total expenses are not to exceed \$100 for Officer Candidate Schools and \$50 for Representative Schools. **Submitting a fraudulent budget is grounds for disqualification of the Officer Candidate School.**
- b. Campaigning may not begin until after the Officer Candidate School has met with and been approved by the Elections Committee, prior to the Annual Convention.
- c. Each candidate's campaign platform and activities are entirely dependent upon the school's initiative and imagination. However, no disruption or conflict with the schedule of the State Convention will be permitted.
- d. Each student representative of a Candidate School must be prepared to give up to a **three (3)** minute presentation at one of the general assemblies. Any campaign speeches, skits, or performances must be counted as part of the three (3) minutes. Candidates are encouraged to use creative methods of communication for their presentation and are restricted to using fellow students from their respective schools.
- e. Campaign display materials may be limited in size, quantity, and type. Details will be determined by the Elections and Awards Committee and detailed on the application for each office. The Candidate School may be responsible for supplies needed for displaying the campaign materials.
- f. The limit to the number of campaign accessories distributed will be disclosed on the campaign budget (campaign tags, buttons, flyers, etc.).

Replacement of the student representative or SCA advisor from an Officer or Representative School

In the event that the student representative of an Officer or Representative School is no longer able to fulfill his or her duties, it is the responsibility of the school to fill the position with a qualified student. In the event that the student council advisor of an Officer or Regional Representative School is no longer able to perform his or her duties, it is the responsibility of the school to fill the position with a qualified advisor. If the Officer or Regional Representative School is unable to fill either the position of the student representative or the advisor, that school shall vacate the position.

MEETING ATTENDANCE, RESIGNATIONS, AND VACANCIES

Section 1: Meeting attendance

Any member of the VSCA Advisory Committee unable to attend a meeting shall notify the President School, the VSCA Director, or appointed designee the reason of his or her absence. If a member is absent from two (2) of the three (3) regular meetings without reason, or for reasons which the VSCA Advisory Committee declares to be insufficient, his or her resignation is deemed to have been tendered and accepted.

Section 2: Resignations

Any member of the VSCA Advisory Committee may resign at any time by giving written notice to the President School, the VSCA Director, or appointed designee. Such resignations take effect at the time specified therein, or, if a time is not specified, at the time of acceptance thereof as determined by the VSCA Director or appointed designee.

Section 3: Inability to fill vacancies

In the event that no qualified school can be found to fill an office, a qualified school may serve consecutive terms. However, a school may not serve in two (2) Officer School positions simultaneously.

MEETING EXPENSES

Section 1: Meetings of the VSCA Advisory Committee

Expenses for meetings of the VSCA Advisory Committee shall be split equally between the attending schools.

Section 2: Summer Leadership Workshop

The VSCA shall pay fifty percent (50%) of the registration fee for the Officer School's student representative and SCA advisor to attend the High School Summer Leadership Workshop.

Section 3: National Association of Student Councils National Conference

The VSCA shall pay the registration fee for the student representative and the SCA advisor from the President School to attend the National Association of Student Councils National Conference. The VSCA shall pay the registration fee for the student representative from the Vice-President and Secretary Schools to attend the Conference.

SUBCOMMITTEES

Section 1: The VSCA Advisory Committee will utilize the following Subcommittees: Convention, Committee, Spirit Committee, Communications and Media Committee, Region Representatives Committee, Elections and Awards Committee, National Association of Student Councils (NASC) Committee, and Headquarters and Hospitality Committee.

Section 2: Each Committee shall take accurate minutes, write or type a written report, place the report in the committee notebook, and present it to the VSCA Director, or an appointed designee, at the end of each meeting, as requested.

Section 3: The Convention Committee shall:

- a. be chaired by the President School;

- b. review evaluations from previous Annual Conventions and make recommendations to the state office;
- c. make recommendations to the VSCA office regarding Annual Convention keynote speakers, break-out session topics, agendas, menus, etc.;
- d. plan and implement the Swap Shop portion of the Annual Convention;
- e. coordinate the state-wide resolution process by:
 - 1. promoting an understanding of the rationale for the process of developing resolutions,
 - 2. providing guidelines for local student councils in formulating their own resolutions,
 - 3. presenting, as needed, at the Advisory Committee meetings, the Regional Leadership Workshops, and the Summer Leadership Workshop break-out sessions on the process of preparing resolutions,
 - 4. planning and conducting the Resolutions break-out session at the Annual Convention,
 - 5. organizing procedures for the debate of resolutions at the Annual Convention,
 - 6. planning and coordinating the Resolutions Session at the Annual Convention.
- f. plan and coordinate the Open Forum with the State Board of Education General Session of the Annual Convention;
- g. review financial statements and proposed budgets for the Annual Convention and make recommendations; and
- h. perform other tasks assigned by the VSCA Director.

Section 4: The Spirit Committee shall:

- a. be chaired by the Vice-President School;
- b. plan and implement the energizers at the Annual Convention;
- c. plan and implement the ongoing regional games/competitions at the Annual Convention;
- d. plan and implement the Pep Rally portion of the Annual Convention;
- e. be responsible for tallying points and awarding the spirit staff prize at the conclusion of the Annual Convention;
- f. perform other tasks assigned by the VSCA Director.

Section 5: The Communications and Media Committee shall:

- a. be chaired by the Secretary School;
- b. make recommendations for and assist in the implementation of public relations activities for the VSCA;
- c. make recommendations for changes to the VSCA website
- d. assist with the development of newsletters – including the collection of monthly article submissions – and other publications;
- e. review financial statements and proposed budgets for the Annual Convention and make recommendations;
- f. assist in the making of promotional materials prior to the Annual Convention, as directed;
- g. assist in the making of highlight videos/materials during the Annual Convention, as directed; and
- h. perform other tasks assigned by the VSCA Director.

Section 6: The Region Representatives Committee shall:

- a. consist of all elected Regional Representative Schools, all Representative Middle Schools, and all Representative Elementary Schools;
- b. coordinate dates, times, and locations of the Regional Leadership Workshops and the Summer Leadership Workshop;

- c. review annually the curriculum, agendas, and meeting structure for Regional Leadership Workshops and the Summer Leadership Workshop, and make recommendations to the VSCA office for revisions;
- d. review evaluations from Regional Leadership Workshops and the Summer Leadership Workshop;
- e. make recommendations to the VSCA office for changes in the workshop sites and structure;
- f. make proposals to the VSCA Advisory Committee for the annual State Service Project, and, once selected, coordinate the details of the project on the regional and the state level; and
- g. perform other tasks assigned by the VSCA Director.

Section 7: The Elections and Awards Committee shall:

- a. annually review and revise the application criteria and form for all state elections and state awards;
- b. receive, organize, and review the applications for all state elections and state awards, and make recommendations to the VSCA State Director and the VASSP Executive Director as to the proposed award recipients;
- c. ensure all phases of the election process at the Annual Convention are coordinated;
- d. plan and coordinate the installation ceremony at the Annual Convention;
- e. confirm acknowledging receipt of complete or incomplete application status for all state elections and state awards;
- f. distribute appointment information to the VSCA Advisory Committee and election to the VSCA Offices and Regional Representative positions to school principals, superintendents, school boards, elected officials, media outlets, and the VSCA office; and
- g. perform other tasks assigned by the VSCA Director.

Section 8: The NASC Committee shall:

- a. present a review of the most recent NASC National Conference to the VSCA Advisory Committee and begin discussions as to the next upcoming conference;
- b. take the lead on reviewing travel and hotel arrangements for the VSCA participating members for the next National Conference;
- c. coordinate the distribution of application materials to the VSCA, once they are available from the NASC office;
- d. design the state t-shirt, state trading pin/button, and other state items to be used at the conference;
- e. work on fundraising ideas – including business sponsorships – to help defer the cost of attending the conference; and
- f. perform other tasks assigned by the VSCA Director.

Section 9: The Headquarters and Hospitality Committee shall:

- a. assist with assembling the envelope of paperwork, name badges, t-shirts, and other items for the schools attending the Annual Convention;
- b. design and implement a plan involving members of the Advisory Committee to welcome and inform each school council as they arrive at the Annual Convention;
- c. coordinate the members of the Advisory Committee to serve as knowledgeable and friendly ambassadors at the Annual Convention;
- d. design and distribute a Certificate of Participation to each attendee at the Annual Convention;
- e. coordinate the items and setup of the Advisor Hospitality Room, and possible advisor gifts, at the Annual Convention;
- f. assist in the making of an advisors' highlight video during the Annual Convention, as directed; and

g. perform other tasks assigned by the VSCA Director.

REGIONAL MEETINGS

Section 1: Duties of the Regional Representative School:

- a. assist with the selection of a locations for Regional Meetings;
- b. contact and organize planning sessions with the Meeting Host School;
- c. plan and obtain speakers and seminar leaders;
- d. provide name tags for participants and guests;
- e. promote Regional Meetings through news releases, flyers, etc.;
- f. invite the school superintendent of Host School;
- g. prepare VSCA Regional Meeting certificates;
- h. arrange for sales of VSCA souvenir items;
- i. review evaluation forms from preceding meetings; and
- j. submit appropriate records, forms, and receipts to the VSCA Office within 30 days of the completion of the meeting.

Section 2: Duties of Regional Meeting Host:

- a. provide space to accommodate participants - hosts are encouraged to make use of colleges, universities, parks, and other venues in addition to schools;
- b. provide auditorium and cafeteria to accommodate participants;
- c. provide appropriate number of classrooms for seminars/workshops;
- d. provide audio/visual equipment for seminar leaders;
- e. open site one hour before scheduled meeting and close school after clean-up has been completed;
- f. provide lunch for each participant at a cost per person to be determined by the VSCA Advisory Committee;
- g. provide the VSCA office with directions and map to the Host School;
- h. obtain custodian for the day (VSCA will determine reimbursement);
- i. set up Advisors' Hospitality Room with appropriate amenities;
- j. create a welcome sign for Regional Meeting;
- k. set up registration table and provide guides for participants; and
- l. submit appropriate records, forms, and receipts to VSCA Office within 30 days of completion of the meeting (a stipend determined by the VSCA Advisory Committee will be paid after receipt of records).

VSCA Refund Policy

The refund policy for the Virginia Student Councils Association shall be:

1. All refund requests should be addressed to the VSCA State Office, 4909 Cutshaw Avenue, Richmond, VA 23230. For any questions about refunds, please contact (804) 355.2777.
2. Refund requests submitted in writing at least 12 business days prior to the scheduled event will be eligible for 100% return of the registration fee paid.
3. In the event that the request for refund is received after the event, or less than 12 business days prior to the scheduled event, the following conditions will apply:
 - a. Maximum refund will be 50% due to costs incurred by VSCA.
 - b. A letter must be received from the SCA advisor or school principal stating a brief explanation and the name of the individual who made payment (i.e., school, student, etc.).

- c. A letter must be received from the individual who canceled with a full explanation.
- d. These letters should be postmarked within five (5) days after the end of the VSCA activity.
- e. Refunds will be considered in the event of the following:
 - 1) Death in immediate family
 - 2) Accident/illness involving hospitalization
 - 3) Contagious or incapacitating illness (requires doctor's excuse)
 - 4) (Adult participant only) Change in position (i.e., teacher to guidance counselor)
- f. No refunds will be given in the event of a scheduling error on the participant's part.
- g Refund requests not meeting the above criteria will be forwarded to the VSCA Advisory Committee for review.