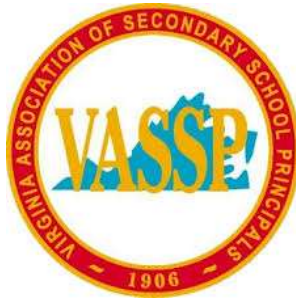




Bylaws of the Virginia Student Councils Association



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

Adopted September 24, 2001
Revised March 22, 2019

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 Virginia Association of Secondary School Principals, the VSCA shall be under the sponsorship and supervision of the 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.
- Section 3:** The final governing authority for all actions of the VSCA shall rest with the VASSP Board of Directors.

ARTICLE III: OBJECTIVE

The objective 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, the Commonwealth, and the nation;
- d.** to help organize school, local, and regional student council associations;
- e.** to promote 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 K through 12 schools, 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 of September 1 through August 31.
- Section 3:** Annual dues shall be established and subject to change as recommended by the VASSP Executive Director, the VSCA State Director, 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 the 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, led by three VSCA Officer Schools, eight Regional (High School) Representative Schools, up to three Representative Middle Schools, up to three Representative Elementary Schools, and containing Appointed Members that have been approved by the VSCA State Director.

ARTICLE VI: OFFICERS

- Section 1:** The Officer Schools of the VSCA shall be President School, Vice President School, and Secretary School.
- Section 2:** Offices of the VSCA shall be held by the school, rather than an individual. 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 the Officer Schools shall take place at the VSCA Annual Convention.
- Section 4: Qualifications for Officer 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 may hold only one office at a time. A school shall not hold consecutive terms as the same Officer School.
 - 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 state office by the stated 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 vacancy occurring between Annual Conventions shall be filled for the unexpired term through appointment by the VSCA Advisory Committee, upon recommendation of the VSCA State 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:** An Officer School whose entire collection of representatives have been absent from two of the three 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, above.
- Section 8:** The VSCA Advisory Committee may remove any Officer School for cause by a two-thirds vote of the VSCA Advisory Committee members present at any regular or special meeting.

ARTICLE VII: REGIONAL REPRESENTATIVES

- Section 1:** The Regions of the VSCA shall correspond to the eight 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 VSCA 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 state office by the stated 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 State 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 of the three 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, above.
- Section 8:** The VSCA Advisory Committee may remove any Representative School for cause by a two-thirds vote of the VSCA Advisory Committee members present at any regular or special meeting.

ARTICLE VIII: ADVISORY COMMITTEE

- Section 1:** The seventeen voting members of the VSCA Advisory Committee shall be: the three Officer Schools (President, Vice President, and Secretary), the eight Regional Representative Schools, up to three Representative Middle Schools, and up to three Representative Elementary Schools. Each 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: up to two VASSP representatives (appointed by the VASSP Board of Directors), the VASSP Executive Director, and the VSCA State Director. The VASSP Executive Director may appoint other ex-officio non-voting members as necessary.
- Section 4:** To meet the objective of the VSCA, the Advisory Committee shall:
- a. advise 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 the VSCA regions;
 - d. serve as a discussion group for problems affecting the VSCA and its regions;
 - e. recommend ways 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 an article 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 proposed amendments.
- Section 5:** 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 State 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 6:** A member of the Advisory Committee who has been absent from two of the three 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, above.
- Section 7:** The VSCA Advisory Committee may remove any member for cause by a two-thirds vote of the VSCA Advisory Committee members present at any regular or special meeting.
- Section 8:** The VSCA Advisory Committee or the VASSP Executive Director may establish an Executive Committee composed of the President School, the Vice President School, and the Secretary School. Ex-officio members shall include: up to two VASSP representatives (appointed by the VASSP Board of Directors), the VASSP Executive Director, and the VSCA State Director. The VASSP Executive Director may appoint other ex-officio non-voting members as necessary. This VSCA Executive Committee may facilitate the operation of the organization in the interim between regular meetings of the Advisory Committee, and perform other duties as assigned by the Advisory Committee or the VASSP Board of Directors.

ARTICLE IX: MEETINGS

- Section 1:** Regional meetings of the VSCA may take place at Regional Leadership Workshops, Area Leadership Conferences, during the Annual Convention, and during Summer Leadership Workshops. Any Region may conduct additional meetings with prior notification to the state office as to the time and place of the meeting.
- Section 2:** A minimum of three regular meetings of the Advisory Committee shall take place during the school year, prior to the Annual Convention. Additional meetings may be called by the VASSP Executive Director, the VSCA State Director, or an appointed designee.
- Section 3:** A quorum for all meetings shall consist of a majority of the number of voting delegates in attendance.

ARTICLE X: SUBCOMMITTEES

- Section 1:** The subcommittees of the VSCA shall be:
- a. Convention, chaired by the President School;
 - b. Spirit, chaired by the Vice President School;
 - c. Communications and Media, chaired by the Secretary School;
 - d. Region Representatives;
 - e. Elections and Awards;
 - f. NASC; and
 - g. Headquarters and Hospitality.
- Section 2:** The President School and State Director shall establish a procedure to place members of the Advisory Committee into subcommittees.
- Section 3:** Ad Hoc subcommittees will be formed when deemed appropriate by the President School and State Director or designee. The President School and State Director 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 student council or the VSCA Advisory Committee.
 - b. In order to be presented by a VSCA member student council, the proposed amendment must pass the administrative body of that group by a two-thirds 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 vote with previous notice.

Section 2: Submission

- a. A proposed amendment shall be submitted in writing to the VSCA State Director or an appointed designee at least 60 days prior to the date of the next scheduled Advisory Committee meeting.
- b. The State Director shall send a copy of the proposed amendment to all members of the Advisory Committee within 30 days of receipt.

Section 3: Consideration, voting, and passage

- a. The proposed amendment shall be read and considered at the appropriate Advisory Committee meeting.
- b. To pass, a proposed amendment must be approved by a two-thirds vote of the 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 meetings of their Board.

Policies of the Virginia Student Councils Association

OFFICERS OF THE VIRGINIA STUDENT COUNCILS ASSOCIATION

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

- a. Candidates for the office of President shall be a rising twelfth grader.
- b. Candidates for the office of Vice President shall be a rising eleventh or twelfth grader.
- c. Candidates for the office of Secretary shall be a rising tenth, eleventh, or twelfth grader.
- d. A VSCA member school may nominate only one student for only one state office in a given year.
- e. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
- f. Candidates must be free of any violations of the VSCA Conduct Code.
- g. Candidates shall have had at least two hours of training in parliamentary procedure.
- h. 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.
- i. Candidates are required to have attended an Annual Convention previous to the one during which s/he is running for election.
- j. Candidates must be a current member of the VSCA Advisory Committee.
- k. Candidates must have attended at least one of the following: a Summer Leadership Workshop, a National Conference, an Area Leadership Conference, or a Regional Meeting.
- l. Candidates must complete the appropriate application form and submit it by the stated deadline.
- m. 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.
- n. Should an office receive fewer than two qualified candidates by the stated deadline, a Call for Additional Candidates, with a subsequent deadline, will be announced.

Section 2: All duties of the 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 Regional 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' National Conference;
- f. chair the Convention subcommittee;
- g. nominate members to the positions of Historian and Membership Coordinator;
- h. serve as an ex-officio member of all other standing subcommittees;
- i. prepare reports of the activities of 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 4: The Vice President School shall:

- a. assume the duties of the President when necessary;
- b. assume responsibilities and duties assigned by the President;
- c. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, Executive Committee meetings, and at least one Regional Leadership Workshop;
- d. represent the VSCA at the National Association of Student Councils' National Conference;
- e. chair the Spirit subcommittee;
- f. lead and teach 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 the activities of 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. assume responsibilities and duties assigned by the President;
- b. in the absence of the President and Vice President, call a meeting to order and preside until the immediate election of a Chairperson Pro Temp;
- c. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, Executive Committee meetings, and at least one Regional Leadership Workshop;
- d. represent the VSCA at the National Association of Student Councils' National Conference;
- e. chair the Communications and Media subcommittee;
- f. maintain attendance records and accurate minutes at all VSCA Advisory Committee and Executive Committee meetings;
- g. submit typed minutes within two weeks of a VSCA meeting to the State Director in order that they be distributed to all VSCA Advisory Committee members in a timely manner;
- h. serve as a voting member of the VSCA Advisory Committee;
- i. compile spirit materials for availability to regions;
- j. 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;
- k. 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;
- l. prepare reports of the activities of the VSCA Advisory Committee; and
- m. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

REGIONAL REPRESENTATIVES OF THE VIRGINIA STUDENT COUNCILS ASSOCIATION

- 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 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 a current member 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 qualified candidates by the stated 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.

REPRESENTATIVE MIDDLE SCHOOLS OF THE VIRGINIA STUDENT COUNCILS ASSOCIATION

- Section 1:** The following provisions shall govern the qualifications and eligibility of persons to be the student representative candidate for the Representative Middle Schools:
- a. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
 - b. Candidates must be free of any violations of the VSCA Conduct Code.
 - c. 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.
 - d. 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.

- Section 2:** The Representative Middle Schools shall:
- a. attend the 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.

REPRESENTATIVE ELEMENTARY SCHOOLS OF THE VIRGINIA STUDENT COUNCILS ASSOCIATION

- Section 1:** The following provisions shall govern the qualifications and eligibility of persons to be the student representative candidate for the Representative Elementary Schools:
- a. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
 - b. Candidates must be free of any violations of the VSCA Conduct Code.
 - c. 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.
 - d. 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.

- Section 2:** The Representative Elementary Schools shall:
- a. attend the 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.

APPOINTED POSTIONS OF THE VIRGINIA STUDENT COUNCILS ASSOCIATION

Section 1: The President shall nominate two non-voting members to the positions of Historian and Membership Coordinator.

Section 2: These nominees will come from the pool of candidates for state office in the most recent elections.

Section 3: These nominees will be confirmed by a majority of the voting members of the Advisory Committee.

Section 4: The VSCA Historian will

- a. catalogue an account of the events of the current year;
- b. compile photographs and news articles from VSCA members;
- c. help create VSCA promotional materials; and
- d. assist with the creation of the monthly newsletter.

Section 5: The VSCA Membership Coordinator will

- a. assist the President in maintaining and expanding membership;
- b. work with schools to ensure they are able to continue their VSCA membership; and
- c. organize outreach efforts with the elected Region Representatives to expand membership.

ELECTION PROCEDURES OF THE VIRGINIA STUDENT COUNCILS ASSOCIATION

Section 1: The school resume

- a. Each school shall submit a resume outlining their student council experience, 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 school attending the Annual Convention.
- c. The resume may include such topics as student council experience, 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 pages.

Section 2: The campaign

- a. Each candidate school is to submit to the Elections and Awards Committee and official campaign budget signed by the school's student council 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 School candidates, and \$50 for Regional Representative School candidates. Submitting a fraudulent budget is grounds for disqualification from the election.
- b. Campaigning may not begin until after the officer candidate schools have met with, and been approved by, the Elections and Awards Committee, prior to the Annual Convention.
- c. Each candidate's campaign platform and activities are entirely dependent upon the school's initiative and imagination. No disruption or conflict of the Annual Convention will be permitted.
- d. Each student representative of a candidate school must be prepared to give up to a three-minute presentation at the Annual Convention – during a General Session for Officer School candidates, and during a Regional Meeting for Regional Representative candidates. Any campaign speeches, skits, or performances will be counted as part of the three minutes. Candidates are encouraged to use creative methods of communication for their presentation, and are restricted to using students from their own school.
- 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 number of campaign accessories (buttons, tags, flyers, candy, etc.) to be distributed must be disclosed on the campaign budget.

Section 3: The election

- a. All elections shall take place at the Annual Convention.
- b. The voting body shall consist of up to three student voting delegates per school in attendance. Each member of the voting body may cast one vote per office.
- c. All members of the voting body may vote for each of the three State Officer positions.
- d. Members of the voting body may vote for only the Regional Representative running for the position in the region their school is a part of.
- e. A simple majority vote of the ballots cast for each office and position is required for election.
- f. In the event there is no majority after the first ballot, there shall be a run-off election of the two candidate schools that received the highest number of votes in the first round.
- g. The vote shall be conducted under the supervision of the Elections and Awards Committee.

REPLACEMENT OF A STUDENT REPRESENTATIVE OR ADVISOR FROM AN OFFICER OR REGIONAL REPRESENTATIVE SCHOOL

In the event that the student representative or advisor of an Officer School or Regional 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 replacement within two weeks and immediately notify the state office. If the school is unable to fill such a vacancy, that school will 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, the VSCA State Director, or appointed designee the reason of his or her absence. If a member is absent from two of the three 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, the VSCA State Director, or appointed designee, or the Advisory Committee. 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 State 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 Officer School positions simultaneously.

MEETING EXPENSES AND REFUND POLICY

Section 1: Meetings of the VSCA Advisory Committee

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

Section 2: Summer Leadership Workshop

The VSCA shall pay fifty percent of the registration fee for the three Officer Schools' student representatives and advisors to attend the 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 advisor from the President School to attend the NASC National Conference. The VSCA shall pay the registration fee for the student representative from the Vice President School and the Secretary School to attend the NASC National Conference.

Section 4: Refund Policy

- a. Contact the State Office at 804.355.2777 with any questions regarding this policy.
- b. All refund requests shall be addressed to the VSCA State Office: 4909 Cutshaw Avenue, Richmond, Virginia 23230.
- c. 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.
- d. In the event that the request for refund is received less than 12 business days prior to the event or after the event, the following conditions will apply:
 1. The maximum refund will be 50% due to the costs incurred by VSCA.
 2. A letter must be received from the school advisor or principal stating a brief explanation and the name of the individual who made the payment.
 3. A letter must be received from the individual who canceled with a full explanation.
 4. These letters should be postmarked within five days after the end of the VSCA event.

- e. Refunds will be considered in the event of the following:
 1. A death in the immediate family.
 2. An accident/illness involving hospitalization.
 3. A contagious or incapacitating illness requiring a doctor's excuse.
 4. A change in position (i.e. teacher to counselor) for adult participants only
- f. No refunds will be given in the event of a scheduling error on the participant's part.
- g. Refund requests not meeting these stated criteria will be forwarded to the VSCA Advisory Committee for review.

SUBCOMMITTEES

Section 1: 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 Advisory Committee and the VSCA State Director or an appointed designee at the end of each meeting, as requested.

Section 2: 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 state 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. present, 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, and
 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;
- f. review financial statements and proposed budgets for the Annual Convention and make recommendations; and
- g. perform other tasks assigned by the VSCA State Director.

Section 3: 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 State Director.

Section 4: 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, and assist in the website upkeep, as needed;
- 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 State Director.

Section 5: 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 state office for revisions;
- d. review evaluations from Regional Leadership Workshops and the Summer Leadership Workshop;
- e. make recommendations to the state 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 State Director.

Section 6: 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 State Offices and Regional Representative positions to school principals, superintendents, school boards, elected officials, media outlets, and the state office; and
- g. perform other tasks assigned by the VSCA State Director.

Section 7: 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 Virginia delegation to the next upcoming 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 State Director.

Section 8: 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 delegation 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 delegate 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 State Director.