

**Virginia Student Councils Association
2009-2010 Advisory Committee
Elections Forms**



Inside please find information and forms for elections for the 2009-2010 VSCA Advisory Committee. Elections will be held at the

**83rd Annual VSCA State Convention
March 20-22, 2009**

Holiday Inn Select Koger South Conference Center, Richmond

Elections will be held for the following positions:

**VSCA President School (Student must be a rising senior)
VSCA Vice-President School (Student must be a rising junior or senior)
VSCA Secretary School (Student must be a rising sophomore-senior)**

**VSCA High School Representative School (9 positions available)
VSCA Middle Level Representative School (3 positions available)
VSCA Elementary Level Representative School (3 positions available)**

All positions will be filled by member schools. Schools, once elected, will be represented on the VSCA Advisory Committee by a student and the school's SCA adviser, who will be jointly responsible for fulfilling all duties of office. See inside for details, or log onto www.vassp.org/dsl.html to view the VSCA Bylaws and Policies.

All Elections forms must be postmarked by

February 26, 2009

Election Checklist

Be Certain to Have the Following

Forms postmarked by February 26, 2009 (in one envelope):

- Complete Candidate School Application*
- Complete Student Representative Form*
- Complete School Resume (see “Election Procedures” for details)*
- Signatures (Forms require signatures of the principal, advisor, student)*

Things to bring to the Convention:

- Campaign presentation (i.e. speech, skit, etc.)*
- Campaign budget (see “Election Procedures” for details)*
- One campaign poster (22” x 28”)
- Campaign accessories (i.e. tags, buttons, flyers, candy, etc.)
- Tape to hang poster

* Failure to have these marked items will result in candidate disqualification.

VIRGINIA STUDENT COUNCILS ASSOCIATION

2009-2010 CANDIDATE SCHOOL APPLICATION

School Name _____

School Address _____

City _____ State _____ Zip _____

School Phone (____) _____ School Fax (____) _____

Division _____ VSCA Region _____

Please indicate the Office that your school is seeking for the Spring 2009-Spring 2010 term.

<input type="checkbox"/> VSCA President School	<input type="checkbox"/> VSCA Regional Representative School
<input type="checkbox"/> VSCA Vice-President School	<input type="checkbox"/> VSCA Middle Level Representative School
<input type="checkbox"/> VSCA Secretary School	<input type="checkbox"/> VSCA Elementary Level Representative School

I understand that if elected my school will be responsible for fulfilling the duties of office as outlined in this election packet to the best of our abilities.

I understand that if elected, my school's student council adviser and student representative will be responsible for attending three to four (3-4) meetings for the purposes of assisting with planning for the Virginia Student Councils Association, including summer camps, regional programs, recognition and awards programs and the 2010 VSCA State Convention.

Our school agrees to abide by the regulations established by the Virginia Student Councils Association (VSCA) with regard to election campaigning, to be prepared with a three-minute presentation to be given during a general session of the VSCA State Convention, and to participate in the program as necessary.

I understand the importance of this position, and recognize that if our school is unable to fulfill the duties of the office to which it is elected, it may be necessary for our school to vacate the office.

(please check) **Our school has an active student council and is a member of the Virginia Student Councils Association. (Please call VSCA at 804.355.4263 if you are unsure of your school's membership status.)**

Student _____	Signature _____	Date _____
SCA Adviser _____	Signature _____	Date _____
Principal _____	Signature _____	Date _____

Please mail *Candidate School Application*, *Student Representative Form*, and *School Resume* in one envelope. Faxed copies will not be accepted. Incomplete packets, including those missing signatures, will not be accepted.

**Election forms must be postmarked by February 26, 2009 and mailed to:
VSCA Elections ♦ VASSP ♦ 4909 Cutshaw Avenue ♦ Richmond, VA 23230**

2009-2010 VSCA CANDIDATE SCHOOL APPLICATION

STUDENT REPRESENTATIVE FORM

This form must be typed or block printed. All sections of the application must be completed. Incomplete or unreadable applications will be returned.

Please indicate the Office that your school is seeking for the Spring 2009-Spring 2010 term.

<input type="checkbox"/> VSCA President School	<input type="checkbox"/> VSCA Regional Representative School
<input type="checkbox"/> VSCA Vice-President School	<input type="checkbox"/> VSCA Middle Level Representative School
<input type="checkbox"/> VSCA Secretary School	<input type="checkbox"/> VSCA Elementary Level Representative School

Student Representative's Name _____

School _____ School Division _____

VSCA Region _____ Rising Grade (2009-2010) _____

Home Address _____

City, State, Zip Code _____

Home Phone Number (_____) _____ Date of Birth _____

Grade Point Average _____ ("C" average or better required for all candidates)

Parliamentary Procedure Hours _____ (Three (3) hours required to represent Officer Schools)

Student Attendance at VSCA Programs (attendance at two (2) programs required to represent Officer Schools)

PROGRAM

DATE

- 1.
- 2.
- 3.
- 4.

Attach additional sheets if necessary.

I certify that the above information is true and accurate to the best of my ability, and that the student indicated above is an active member of our school's SCA as determined by the SCA Adviser. I understand that this student, if elected, will serve in collaboration with the SCA Adviser to fulfill the duties of office in the position that is being sought. If at any time this student is unable to carry out the duties of office, or no longer meets the qualifications for office, our school will find a qualified student to fill the position, or vacate the position. I understand that this position may require attendance at 2-3 Advisory Committee meetings, the VSCA State Convention, the appropriate VSCA Summer Leadership Workshop, VSCA Regional Workshops, and other VSCA events.

Student _____ Signature _____ Date _____

SCA Adviser _____ Signature _____ Date _____

Principal _____ Signature _____ Date _____

Officer Schools—Qualifications for Candidacy and Duties of Office

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 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 letter of intent to run for office. This letter shall be submitted by the Principal of the school to the VSCA State Office at least sixty (60) days prior to the opening date of the Annual State Convention.

Qualifications for Student Representatives from 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 12th grader.
- b. Candidates for the office of Vice President shall be a rising 11th-12th grader.
- c. Candidates for Secretary shall be a rising 10th-12th grader.
- d. Candidates must currently be an active member of the Officer School's SCA as determined by the SCA adviser.
- 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. During the annual Convention, nominations from the floor shall be permitted only in the event that there are less than two (2) candidates for the position for which the nomination is being made. Candidates nominated from the floor shall have submitted the required elections application no less than three (3) days prior to the opening of Convention.
- g. The candidate must be free of any violations of the VSCA Code of Conduct.
- h. Each candidate shall have had at least three (3) hours of training in parliamentary procedure and agree to attend a parliamentary procedure training session sponsored by the VSCA.
- i. 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.
- j. Each candidate must have attended a previous Annual Convention, and at least one 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.
- k. 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.

Officer School Duties

All duties of officer students will be conducted by students in collaboration with the SCA adviser

President School duties:

- a. to preside over the VSCA Annual Convention;
- b. to attend the VSCA Summer Leadership Workshops;
- c. to chair VSCA Advisory Committee Meetings and VSCA Executive Committee Meetings;
- d. to serve as liaison between the VSCA Advisory Committee and the VASSP Board of Directors;
- e. to represent the VSCA at the National Association of Student Councils (NASC) National Conference; if possible,
- f. to serve as an ex-officio member of all standing committees;
- g. to prepare a biennial report of activities for the VSCA Advisory Committee; and
- h. to perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Vice-President School duties:

- a. to assume the duties of the President when necessary;
- b. to assume responsibilities for duties assigned by the President;
- c. to attend the VSCA Annual Convention, Summer Leadership Workshops, VSCA Advisory Committee meetings, and Executive Committee meetings;
- d. to represent the VSCA at the National Association of Student Councils (NASC) National Conference, if possible,
- e. to attend regional meetings as assigned;
- f. to serve as Chairman of the Resolutions Committee;
- g. to lead and teach all energizers at all VSCA meetings;
- h. to serve as a voting member of the VSCA Advisory Committee;
- i. to compile spirit materials for availability to regions;
- j. prepare a biennial report of activities for the VSCA Advisory Committee; and
- k. to perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Secretary School duties:

- a. to attend the VSCA Annual Convention, Summer Leadership Workshops, VSCA Advisory Committee meetings, and Executive Committee meetings;
- b. to maintain accurate minutes of all VSCA Advisory Committee and Executive Committee meetings and assist with appropriate correspondence of the VSCA;
- c. to maintain attendance records of each meeting;
- d. to maintain a record book in which bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have this book at every meeting;
- e. to furnish committees with documents that are required for the performance of their duties and to have at each meeting a list of all committees and their members;
- f. to submit typed minutes within 20 days to the VSCA state office in order that minutes might be mailed to all VSCA Advisory Committee members in a timely manner;
- g. to attend regional meetings as assigned;
- h. to represent the VSCA at the National Association of Student Councils (NASC) National Conference, if possible;
- i. to serve as Chairman of the Communications Committee;
- j. to serve as a voting member of the VSCA Advisory Committee;
- k. in the absence of the President and Vice-President, to call the meeting to order and preside until the immediate election of a Chairman pro tem;
- l. to prepare a biennial report of activities for the VSCA Advisory Committee; and
- m. to perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Representative Schools—Qualifications for Candidacy and Duties of Office

Elementary or Middle Level Representative Schools

Qualifications for student representative of an Elementary or Middle Level Representative School

- a. Candidates must currently be an active member of the Officer School's SCA as determined by the SCA adviser.
- 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.

Elementary Level Representative School Duties

- a. to attend Elementary School camp;
- b. to represent the interests of Elementary School on Advisory committee;
- c. to assist with the regional/state meeting at camp;
- d. to promote membership throughout their area by conducting a membership drive;
- e. to serve as a voting member of the VSCA Advisory Committee;
- f. to arrange for an elementary school workshop at Convention; and
- g. to submit at least one article related to elementary school student councils for publication.

Middle Level Representative School Duties

- a. to attend Middle Level camp;
- b. to represent the interests of Middle Schools on VSCA Advisory Committee;
- c. to assist with the regional/state meeting at camp;
- d. to promote membership throughout their area by conducting a membership drive;
- e. to serve as a voting member of the VSCA Advisory Committee;
- f. to arrange for a middle school workshop at Convention; and
- g. to submit at least one article related to middle school student councils for publication.

Regional Representative High Schools

Qualifications for student representative of Regional Representative Schools

The following provisions shall govern the qualifications and eligibility of persons to be student Regional Representatives of the VSCA:

- a. 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.
- 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. Each student must be an active member of the candidate school's SCA as determined by the SCA adviser.
- f. 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.

Duties of the Regional Representatives School:

- a. to promote the VSCA throughout the region;
- b. to serve as a voting member of the VSCA Advisory Committee. Votes shall be cast by the student representative after consultation with his or her SCA adviser;
- c. to assist in membership recruitment within the region and serve as a consultant to individual schools within that region;
- d. to conduct the regional meetings at the VSCA Regional Meetings and Annual Convention;
- e. to organize and chair a planning session for the Regional Leadership Workshops (include Regional Hosts, Regional Coordinators, and Regional Representatives);
- f. to plan and execute activities for the Regional Leadership Workshops according to VSCA guidelines;
- g. to lead seminars at the VSCA Regional Meetings when requested;
- h. to attend the VSCA Regional Meetings, Annual Convention, and Summer Leadership Workshops;
- i. to communicate and network with other regional representatives;
- j. to submit at least one article related to high school student councils for publication; and
- k. to perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Election Procedures

The School Resume

- a. each school shall submit a resume outlining their SCA experience, qualifications for office, and support of their student representative.
- 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 SCA experience, awards received, participation in local, regional, state, and national activities, community service projects, and school service projects.
- d. School resumes shall be limited to a length of no more than two (2) pages.

The Campaign

- a. Each officer candidate school is to submit to the Elections Committee an official campaign budget signed by school's SCA adviser. 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 \$50.00 for Officer Candidate Schools and \$35 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.
- 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.
- b. Each student representative of a candidate school must be prepared to give up to a **three** minute presentation at one of the general assemblies. Any campaign speeches, skits, or performances must be counted as part of these three minutes. Candidates are encouraged to use creative methods of communication for their presentation.
- c. Hotel management limits campaign posters to an area outside the ballroom/meeting area. Each candidate is only allowed **one poster with the maximum size of 22" x 28"**. **Long computer posters or presentation poster boards (display posters with side flaps) will not be permitted.** The candidate school is responsible for supplying masking tape to display the poster.
- d. The limit to the number of campaign accessories distributed will be disclosed on the campaign budget (campaign tags, buttons, flyers, etc.).

The Election

- a. All elections shall take place at the Annual Convention.
- b. The voting body shall consist of three (3) student voting delegates per school. Each member of the voting body may cast one (1) vote per office.
- c. The vote shall be conducted by written ballot.
- d. A majority vote shall be required for election of an officer school. In the event that 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 election.
- e. The vote shall be conducted by ballot under the supervision of the Elections Committee.

Election of Middle Level and Elementary Level Representative Schools:

The nine (9) regions of the VASSP shall be divided as follows for the purpose of electing Elementary and Middle Level Representative schools: one Elementary and one Middle Level Representative school shall be elected annually from each of the following areas: Regions 1, 2, and 8; Regions 3, 4, and 9; and Regions 5, 6, and 7.