

Illinois Association of Student Councils Handbook



SECTION I IHSA: AREAS OF AUTHORITY ILLINOIS ASSOCIATION OF STUDENT COUNCILS

The purpose of this document is to make clear to all concerned the areas in which the Illinois Association of Student Councils may act. This document may be subject to revision as the need arises, and it shall be considered valid only as long as the Illinois High School Association and the Illinois Association of Student Councils are in agreement herein.

The Illinois High School Association, as a voluntary organization made up of a vast majority of the high schools in Illinois charged with the authority to supervise, control, and administer interscholastic activities throughout the State of Illinois, acts as a supervisory agency for the IASC and the IHSA. Communication between the two organizations should be conducted between the Executive Director of the IASC and the Executive Secretary of the IHSA. Therefore, all activities of the IASC must be in accordance with the provisions of the Constitution and By-laws of the IHSA. Within this supervisory structure, the IASC shall operate as a self-sufficient, independent agency made up of member student councils.

The IASC shall act as an organization designed to aid individual IHSA member schools in establishing and maintaining effective student councils for the purpose of offering leadership training, practice in democracy, and providing a liaison between the administration, faculty and student body concerning all student matters. The IASC shall seek to accomplish this by sponsoring activities, which lend themselves to promote these aims: workshops, conventions, newsletters, resource centers, etc.

The IASC, whether it is through the executive board or any organized meeting, shall not have the authority to speak for IHSA member schools or students of IHSA member schools on any matters. The IASC, furthermore, shall not be empowered to speak for the student councils of the IHSA member schools. However, the IASC shall have the authority to publish opinion on a public issue by stating the number of students, student councils, and/or student bodies for and against a particular resolution and to release such information to the public through regular channels if approved by a two-thirds majority of the Executive Board of the IASC.

SECTION II THE IASC EXECUTIVE BOARD

The function of the IASC Executive Board is to provide leadership in order to maintain a smoothly run organization. In general, this consists of establishing and maintaining effective contact with local student councils as well as district organizations, and satisfactorily fulfilling the duties listed. Obviously, the Executive Board members cannot hope to carry on a personal correspondence with each of the IASC's member schools; this is an area in which personal innovation on the part of Executive Board members is very necessary.

The Executive Board consists of five elected and two appointed student officers, seven faculty advisors, the Executive Director, the Associate Executive Director, the Workshop Director, the Communications Director, the First Year Advisor-at-Large, the Second Year Advisor-at-Large, the Chairperson of the Board and a representative from the IHSA office. The representatives of the schools attending the annual IASC State Convention elect a president, first and second vice-presidents, recording secretary and treasurer. The past year's Chairperson of the Board names the Convention Secretary and becomes the Convention Secretary's Advisor. An advisor must accompany each of the appointed and elected students. The advisor to each student officer must be approved by the school board of the school district represented. The Executive Board appoints the Executive Director, the Associate Executive Director, the Workshop Director, and the Communications Director. Voting members include 1st Vice President, 2nd Vice President, Secretary, Treasurer, Convention Secretary, Public Relations Director, President's Advisor, 1st Vice President's Advisor, 2nd Vice President's Advisor, Secretary's Advisor, Treasurer's Advisor, Convention Secretary's Advisor, and 2nd Year Advisor-at-Large. The President votes only in case of a tie.

A constant reservoir of experience is maintained on the Executive Board by a system of staggered tenures of office. The Executive Director, the Associate Executive Director, and Workshop Director serve three year terms, the two advisors-at-large are

elected in alternate at the advisors' meeting held at the IASC State Convention, and the convention secretary advisor serves as the Chairperson of the Board for one year prior to supervision of the IASC State Convention. The Executive Director and Workshop Director shall be appointed in differing years. The Executive Board meets five times annually. The first meeting often takes place during the summer, the second in the fall when planning for the IASC State Convention begins. In the winter, the Executive Board begins to finalize State Convention plans, and during the meeting in late winter, all details are completed. At the State Convention, the Executive Board meets to appoint the Chairperson of the Board, and the Assistant Communications Director evaluates the year's work.

Serving on the Executive Board carries with it great responsibility, but all those who have shared this responsibility in the past agree that brings honor, privileges, experiences, and a satisfaction that can come only from working with a fine organization the IASC.

SECTION III GENERAL DUTIES OF IASC EXECUTIVE BOARD MEMBERS

1. Attend as many IASC functions as possible, including all executive board meetings, and the IASC convention.
2. Be prepared to give carefully organized reports at all executive board meetings.
3. Be alert to the ideas, needs, and problems of the association. Introduce new ideas for projects at the state board meetings.
4. Be prompt to all meetings. Inform the President and Executive Director of absences.
5. Respond quickly to requests by board members or by association members
6. Fulfill required responsibilities in order to maintain the high standards of the IASC.
7. Maintain a file of all activities during the term of office and present this to the successor within two weeks of the end of the IASC State Convention.
8. Be prepared to assist at all workshops and the IASC State Convention as requested.
9. Write articles and meet deadlines for the *Reporter* as requested.

SECTION IV EXPECTATIONS OF IASC EXECUTIVE BOARD MEMBERS

1. Candidates for the Executive Board of the IASC must be considered exceptional. It is expected that the individual and the advisor have exhibited an interest in District, State, and National Student Council programs before considering becoming Executive Board members.
2. Upon becoming a member of the IASC Executive Board, there are certain expectations including time and money for travel to student council as well as the "hidden costs" to a school (telephone, fax machine, copy work, and postage). In addition, members of the IASC Executive Board must be willing to make sacrifices in terms of local commitments and have the support of family, student council advisor, and the local student council.
3. Some sacrifices must be understood also. It is obvious that in order to participate as an effective board member, a time commitment is necessary. The student may find that this has some affect on academic achievement. It is usually necessary to curtail some local activities such as athletics, local council projects and offices, music, and the number of hours employed.
4. To be an effective board member, an individual must have the support and consent of the principal, advisor, fellow student council members and family.
5. Students and advisors elected or appointed to the board will be required to attend board meetings and remain overnight if necessary.
6. Be an example of good citizenship at all activities and uphold the IASC Code of Conduct.
7. Be rested for all meetings. Each meeting involves a high degree of concentration for several weekends throughout the year.

SECTION V DUTIES OF STUDENT OFFICERS

DUTIES OF THE PRESIDENT

1. Preside at all board meetings. With the help of the President's advisor and Executive Director, prepare and distribute agendas to all board members two weeks prior to each meeting.
2. Maintain the files of the office, keeping copies of all correspondence.
3. Maintain a copy of all IASC Executive Board Reports from the five most recent years.
4. Compile a directory of district officers and advisors including e-mail addresses and distribute copies to all IASC Executive Board members.
5. Speak to the summer workshops attendees.
6. Prepare a calendar of IASC events by the first Board meeting.

7. Prepare the President's letter to be mailed with the membership mailings. This letter should explain the benefits of IASC membership.
8. From The Governor of Illinois, request a Proclamation for Student Council Week which will be distributed at the IASC State Convention.
9. Maintain the five-year state service project until its expiration or consult with executive board for a new project upon expiration.

OR

In the case that a school makes a proposal to sponsor the IASC State Service Project and the IASC Executive Board accepts it, oversee the program.

10. Inform schools about submitting Constitutional Amendments. Make an amendment proposal form available to all schools and collect amendments by January 1st, to be considered at the Executive Board Meeting immediately following.
11. In the event that a district is deemed "inactive" by the definition stated in Section X the President shall use the district membership funds, which are withheld by the Association, to organize a workshop in that district, under the advice of the Workshop Director.
12. Send congratulatory letters to all district presidents and offer the assistance of the IASC.
13. Invite all District Presidents and Liaisons to all state board meetings.
14. Operate the IASC State Convention efficiently. Preside at general sessions as directed by the IASC Executive Board, at District Presidents' meeting and prepare the "President's Message" for the general session.
15. The President, if directed by the executive board, shall attend a national conference. The IASC Executive Board will pay for registration only.
16. The President only votes in the case of a tie.
17. Chair district-state officers' meeting at the IASC State Convention.
18. Write the "President's Column" for each issue of the *Reporter*.

DUTIES OF THE FIRST VICE-PRESIDENT

1. Preside in the absence of the president.
2. Assist the president in fulfilling her/her presidential duties.
3. Prepare a letter for all schools, regarding the Honor Delegate positions mentioned below. Have this prepared for the second board meeting. This letter must include an application for Discussion Group Leaders (DGLs), Round Table Leaders (RTLs), Recorders, Credentials Committee, Constitution Committee, and Honor Council Committee.
4. Present a report of the applications submitted for the third Board meeting with recommendations on students to be approved for these positions.
5. Send acceptance and denial letters as appropriate to all applicants no later than two weeks after the November board meeting.
6. Provide training for DGLs and RTLs before the convention.
7. Meet with discussion group leaders, recorders, and committees at the IASC State Convention.
8. Chair the candidates' seminar at the IASC State Convention.
9. Participate in the district-state officers' meeting at the IASC State Convention.
10. Work closely with the IASC Second Vice-President in securing certificates for all honor delegates.

DUTIES OF THE SECOND VICE-PRESIDENT

1. Prepare a letter for all schools, regarding the Honor Delegate positions mentioned below. Have this prepared for the second board meeting. This letter must include applications for Convention Service Project Chairpersons, and Hall of Ideas Chairpersons.
2. Prepare a report of the applications submitted for the 3rd Board meeting and recommendations for students to be approved for these positions.
3. Send letters of acceptance and denial to all applicants as appropriate no later than two weeks after the November meeting.
4. Work closely with accepted students to ensure that their projects are completed for the IASC State Convention.
5. Contact businesses and colleges/universities to participate as professional exhibitors, as directed by the IASC Executive Board.
6. Work closely with the Convention Secretary to coordinate display areas for Hall of Ideas and Professional Exhibitors.
8. Secure certificates for honor delegates and co-chair District Vice-Presidents' meeting.
9. Participate in the district-state officers' meeting at the IASC State Convention.

DUTIES OF THE TREASURER (MEMBERSHIP DIRECTOR)

1. Prepare a proposed annual budget for presentation at the final board meeting.

2. Prepare financial statements in conjunction with the Associate Executive Director for each board meeting. Prepare a complete financial report for distribution at the convention along with the final membership list.
3. Be responsible for IASC membership; prepare current membership lists for each executive board meeting.
4. Prepare a membership application by July 1 to be mailed to all IHSA member schools.
5. Prepare the IASC membership mailing to be sent to all member schools.
6. Send all Districts updated IASC membership lists quarterly.

DUTIES OF THE SECRETARY

1. Take minutes at all IASC Executive Board meetings and prepare copies for all executive board members; send approved minutes to District Presidents immediately following each meeting.
2. Send honor council mailings following the first board meeting. Mailing should include a pamphlet of the honor council score card, guidelines, and an application.
3. Send out follow-up applications for Honor Council Books after the 3rd Board meeting.
4. Be responsible for training the Honor Book Evaluation Committee as directed by the Executive Board. Work with the Secretary's advisor to assist the Honor Council Committee in their work at the IASC State Convention.
5. Work with Second Vice-President to secure certificates for Honor Council Committee members as a Service Project.
6. Participate in the district-state officers' meeting at the IASC State Convention.

DUTIES OF THE CONVENTION SECRETARY

1. Make all necessary arrangements with the IASC State Convention hotel in conjunction with the Associate Executive Director. This should include meeting dates, programs, room usage, room rates, meal menus, and costs. Be sure that the hotel management understands the needs of the IASC.
2. Send the first IASC State Convention letter at least two months prior to the convention. This letter should contain: letter from the Convention Secretary, the Convention Secretary's Advisor, registration form, hotel room reservation form, and tentative convention schedule.
3. Send a confirmation as registrations are received. The confirmation should include the following: receipt for registration, meals, final instructions on registration procedures, and other information as directed by the IASC Executive Board.
4. Arrange for all entertainment at the IASC State Convention, except speakers.
5. Have all convention materials printed or available electronically for convention delegate and advisors.
6. Prepare IASC State Convention materials for all delegates and registered advisors prior to the State Convention.
7. Serve as Master of Ceremonies at the IASC State Convention banquet.
8. Prepare a convention budget to be approved at the first board meeting. This budget will reflect income and expenditures relating to the convention.
9. The IASC State Convention monies will be audited for convention expenses. All income and expenditures must be presented to the auditor, unless handled through a school activities account as soon as possible after the completion of the IASC State Convention.

DUTIES OF THE PUBLIC RELATIONS DIRECTOR

1. Obtain news articles FOR the *Reporter* news page on the IASC website. These articles should be submitted by members of the IASC Executive Board, district officers, and member schools.
2. Maintain contact with all Executive Board members to secure information to be placed on the webpage.
3. Update the webpage regularly. Secure written permission for any information which contains student names. The Assistant Communications Director is responsible for gaining permission and keeping permission slips on file for the duration of the term of office. Final approval of any information to go on the IASC website must be given by the Communications Director.
4. Promote IASC events and goals through various means of communication.
5. The Assistant Communications Director shall produce a paper *Reporter* for the IASC State Convention.
6. Maintain all relevant social media accounts.
7. Send bi-monthly emails to all IASC advisors with updates regarding IASC activities and opportunities.

SECTION VI DUTIES OF ADVISORS

GENERAL DUTIES OF EXECUTIVE BOARD ADVISORS

1. Accept all assignments of the IASC Executive Board and assist other board members whenever possible.
2. Attend IASC and district functions as directed by the IASC Executive Board or by invitation.
3. Work with student officers in preparing for IASC Executive Board meetings and in fulfilling the responsibilities of their offices (i.e. mailings, board reports, etc.).

4. Be willing to host a meeting of the IASC State Executive Board.

DUTIES OF THE EXECUTIVE DIRECTOR

1. Communicate with the IHSA Executive Secretary on all matters concerning the IASC.
2. Provide literature, materials, or a meeting for new advisors at the IASC State Convention.
3. Compile and distribute a directory of names and addresses of all new IASC Executive Board members.
4. Fill out reports required by the IHSA and NASC.
5. Report to the advisors as often as necessary. Meet with district advisors at the IASC State Convention.
6. Give the challenge at the IASC State Convention.
7. Maintain the files of the IASC and collect other printed materials of interest to the organization.
8. Attend NASC Executive Directors' meeting.
9. Update the IASC Handbook.
10. This is a non-voting position on the IASC Executive Board.

DUTIES OF THE ASSOCIATE EXECUTIVE DIRECTOR

1. In the event of a vacancy in the Executive Director's position, the Associate Executive Director shall assume the role of Executive Director until a new Executive Director can be appointed.
2. Maintain all financial records and arrange for audits of all IASC books including general treasury, reserves, workshop, and convention accounts. A qualified person not directly associated with the IASC Executive Board must audit the books annually. The statement of the audit shall be made available to all member schools as well as the IHSA.
3. Make all disbursements of IASC monies other than the workshop and state convention funds.
4. Receive all expense vouchers from IASC Executive Board members and pay approved bills by check.
5. Send membership dues to each District quarterly
6. In the event that a district is deemed "inactive" by the definition stated in Section X the Associate Executive Director shall withhold the district membership funds and keep record of the balance of the district's account.
7. Negotiate all contracts that deal with the IASC.
8. Work with the Treasurer in regards to membership of the IASC.
9. This is a non-voting position on the IASC Executive Board.

DUTIES OF THE WORKSHOP DIRECTOR

1. Accept assignments made by the IASC Executive Board.
2. Determine the dates and locations of the workshops with the approval of the IASC Executive Board.
3. Obtain the necessary staff for the workshops.
4. Receive workshop registrations and fees and make the necessary disbursement of funds.
5. Prepare a financial report to the IASC Executive Board for each board meeting.
6. In the event that a district is deemed "inactive" by the definition stated in Section IX the Workshop Director shall advise the President in organizing a workshop in that district.
7. This is a non-voting position on the IASC Executive Board.

DUTIES OF THE ADVISORS-AT-LARGE

1. Send mailing to all member schools inviting them to run candidates for IASC offices.
2. Conduct Credentials Committee Workshop.
3. Send information to all officer candidates about specifics of their offices and a copy of the most recent IASC Constitution and IASC Handbook.
4. Assist the Chairperson of the Credentials Committee with the conduct of the candidate interviews at the IASC State Convention.
5. Organize and oversee the voting process for officers at the IASC State Convention.
6. Collect committee reports from each of the standing committees at the IASC State Convention, which include Constitution, Credentials, and Honor Council.
7. The Second Year Advisor-At-Large is a voting position on the IASC Executive Board.
8. The First Year Advisor-At-Large is a non-voting position on the IASC Executive Board.

DUTIES OF THE COMMUNICATIONS DIRECTOR

1. Post news articles to the *Reporter* news page on the IASC website. These articles should be submitted by members of the IASC Executive Board, district officers and member schools.
2. Post applications and other materials to the IASC website in a timely fashion.
3. Manage the hosting and domain names contracts for the IASC website.

4. Promote IASC events and goals through various means of communication.
5. Create the IASC Communications Plan that outlines the policies and procedures for all communications of the IASC to external and internal parties.
6. This is a non-voting position on the IASC Executive Board.

DUTIES OF THE CHAIRPERSON OF THE BOARD

1. Preside at Advisors' Meeting at the IASC State Convention. This includes preparation of agenda duplication of the previous year's minutes.
2. Oversee installation of new IASC Board members during the banquet at the IASC State Convention. This includes the pledge each officer recites upon taking office as well as supplying the appropriate candles and holders.
3. Serve as the Convention Secretary's advisor the second year on the Executive Board.
4. Submit the name of the incoming Convention Secretary at the IASC State Convention banquet.
5. Submit a theme for the upcoming IASC State Convention.
6. This is a non-voting position on the IASC Executive Board.

DUTIES OF THE PRESIDENT'S ADVISOR

Serve as the advisor for the Constitution Committee. This includes creating an agenda and taking minutes to submit to the 1st Year Advisor-at-Large.

DUTIES OF THE FIRST VICE-PRESIDENT'S ADVISOR

1. Work with the First Vice-President on selection of Discussion Group Leaders, Credential Committee members, Constitution Committee members, Honor Council Committee members, and Recorders.
2. Work with the First Vice-President to organize the Candidates Seminar at the IASC State Convention.

DUTIES OF THE SECOND VICE-PRESIDENT'S ADVISOR

Work with the Second Vice-President on Service Projects, Hall of Ideas, and any other duties to be performed by the Second Vice-President.

DUTIES OF THE TREASURER'S ADVISOR

1. Assist in preparing proposed annual IASC budget.
2. Secure the mailing labels from the IASC Associate Executive Director, as needed.
3. Co-sign each check paying IASC bills or IASC Executive Board expenses.
4. Assist in sending three membership letters to IHSA member schools quarterly.
5. Assist at registration desk at the IASC State Convention to verify IASC and district memberships for host school.

DUTIES OF THE SECRETARY'S ADVISOR

1. Work with the Secretary on the preparation of the minutes from all meetings and all correspondence.
2. Work with the IASC Secretary to train the Honor Council Committee members and assist with grading honor council books at the IASC State Convention.
3. Take minutes at the Advisors' Meeting held at the IASC State Convention while the Chairperson of the Board presides.

DUTIES OF THE CONVENTION SECRETARY'S ADVISOR

1. Keep contact with hotel liaison throughout the year to arrange all details of the convention.
2. Oversee the Convention Secretary's budget.
3. Work with the Convention Secretary and home council to coordinate all aspects of the convention.

DUTIES OF THE PUBLIC RELATIONS DIRECTOR'S ADVISOR

1. Advise the Assistant Communications Director on the preparation of the *Reporter*.
2. This is a non-voting position on the IASC Executive Board.

SECTION VII
QUALIFICATIONS & SELECTION PROCEDURE
EXECUTIVE BOARD

1. Elected Student Officers: President, First Vice President, Second Vice President, Secretary, Treasurer
 - a. Qualifications
 - i. Sophomore or junior standing during the year of candidacy

- ii. School must be an IASC member
 - b. Selection Procedure
 - i. A candidate for office in the IASC shall submit a properly completed application to the Second Year Advisor-at-Large or be nominated from the floor at the IASC State Convention.
 - ii. See Section IX.6 for Credentials Committee procedures.
 - c. Guidelines for Officer Candidates
 - i. All nominations must have required signatures: advisor, parent, and candidate.
 - ii. Candidates must be accompanied by their advisors during the Credentials Committee interviews in order to be eligible for the committee's recommendation.
 - iii. All campaigning for IASC offices shall be limited to \$75.00 per candidate. This sum must include the market price for all donations.
 - iv. True value of campaign material shall be actual cost; nothing may be donated and listed as "FREE."
 - v. No campaigning or printed announcement of candidacy, by the candidate or designee is permitted prior to the time set by the Credentials Committee for the opening of campaigning. Campaigning is defined as: distribution or posting of any material announcing or outlining a person's intention to run for office prior to official announcement, and discussions by the candidate or members of his/her student council in a public setting of the candidate's intention to run for office. Participation or attendance at district/state functions does not constitute campaigning unless an individual engages in the activities described above while attending said functions. If a candidate does not follow this policy, the candidate shall not be recommended. A recommended candidate is one who has met the qualifications of the IASC Credentials Committee.
 - vi. Candidates may have one large poster not to exceed 36x48 inches, at the state convention. This poster is to be placed on an easel provided by the candidate's school. The easel is not included in campaign expenses.
 - vii. The candidates must leave all valid campaign materials for the state convention, including the poster, with the Credentials Committee before state convention campaigning begins.
 - d. The Application Procedure
 - i. Any student may apply and must have an advisor who is willing to serve on the IASC Executive Board. Upon receipt of a completed application, the Second Year Advisor-at-Large will forward a candidate's packet to the candidate. This packet shall contain:
 - 1. Campaign guidelines
 - 2. A code of conduct
 - 3. The following is a list of violations which may cause a candidate to be disqualified. The violations include but are not limited to the following:
 - a. A candidate's school having unregistered people at the IASC State Convention either during or after official sessions
 - b. Misrepresentation of true campaign expenses
 - e. Term of office
 - i. The IASC President's, First Vice President's, Second Vice President's, Secretary's, Treasurer's, and Public Relations Director's terms of office shall be for one year, and officers are not eligible to be reelected or appointed to any position on the IASC Executive Board.
 - ii. Term officially begins at the close of the Fourth General Session of the IASC State Convention at which they are elected, and expires at the close of the Fourth General Session of the IASC State Convention the following year.
- 2. Convention Secretary
 - a. Qualifications
 - i. A sophomore or junior during the year of appointment
 - ii. Must be from a member school of the IASC
 - iii. Must be from the school of the outgoing Chairperson of the Board
 - b. Selection Procedure

The Chairperson of the Board shall choose the Convention Secretary for the upcoming year.
 - c. Term of office
 - i. The IASC Convention Secretary's term of office shall be for one year, and this officer is not eligible to be elected or appointed to any position on the IASC Executive Board.
 - ii. Term officially begins at the close of the Fourth General Session of the IASC State Convention at which they are elected, and expires at the close of the Fourth General Session of the IASC State Convention the following year.

3. Assistant Communications Director
 - a. Qualifications
 - i. A sophomore or junior during the year of appointment
 - ii. Must be from a member school of the IASC
 - b. Selection Procedure
 - i. A candidate for the office of Assistant Communications Director shall submit an application to the Second Year Advisor-at-Large. The Second Year Advisor-at-Large will set an interview time during the convention.
 - ii. In order to be appointed, a nominee shall receive a majority of the votes of the IASC Executive Board.
 - c. Term of office
 - i. The IASC Assistant Communications Director's term of office shall be for one year, and this officer is not eligible to be elected or appointed to any position on the IASC Executive Board.
 - ii. Term officially begins at the close of the Fourth General Session of the IASC State Convention at which they are elected, and expires at the close of the Fourth General Session of the IASC State Convention the following year.
4. The Executive Director
 - a. Qualifications
 - i. Five years experience as a student council advisor.
 - ii. Attendance at three IASC State Conventions.
 - iii. Attendance at three district conventions.
 - iv. Staff member at the IASC State Workshop.
 - v. Previous experience on the IASC Executive Board.
 - vi. The IASC Executive Board may amend qualifications at their discretion.
 - b. Selection Procedure
 - i. The Workshop Director shall submit the names of individuals to fill the vacancy.
 - ii. The Associate Executive Director shall assume the duties of the Executive Director until a new Executive Director can be appointed.
 - iii. Upon receipt of the names for consideration, the IASC Executive Board shall select the Executive Director by the votes of its members. In order to be selected, a nominee shall receive a majority of the votes of the IASC Executive Board.
 - iv. The selection of the Executive Director, except in the case of resignation, shall be made at the IASC Executive Board meeting in the spring at the annual IASC State Convention. The Executive Director's term of office shall begin at the summer Executive Board meeting.
 - c. Honorarium

The honorarium is \$2,000.
 - d. Term of office

The IASC Executive Director's term of office shall be for three years, and may be eligible for reappointment.
5. The Associate Executive Director
 - a. Qualifications
 - i. Five years experience as a student council advisor.
 - ii. Attendance at three IASC Conventions.
 - iii. Attendance at three district conventions.
 - iv. Staff member at an IASC State Workshop.
 - v. Previous experience on the IASC Executive Board.
 - vi. In the event that no desirable candidate the position of the IASC Associate Executive Director possesses the above qualifications, the IASC Executive Board may modify the qualifications in that one or more individuals desiring the position will be eligible for nomination.
 - b. Selection Procedure
 - i. At the end of the term of the IASC Associate Executive Director or upon receipt and acceptance by the IASC Executive Board of a resignation the Executive Director shall receive names of persons for nomination. After examination of the qualifications of these individuals, the Executive Director shall submit the names of the individuals to the IASC Executive Board.
 - ii. Upon receipt of the names for consideration, the IASC Executive Board shall select the Associate Executive Board by the votes of its members. In order to be selected, a nominee shall receive a majority of the votes of the IASC Executive Board.

- iii. The selection of the Associate Executive Director, except in the case of resignation, shall be made at the IASC Executive Board meeting in the spring at the annual IASC State Convention. The Associate Executive Director's term of office shall begin at the summer Executive Board meeting.
 - c. Term of office
 - The IASC Executive Director's term of office shall be for three years, and may be eligible for reappointment.
- 6. IASC Workshop Director
 - a. Qualifications
 - i. Five years' experience as a student council advisor.
 - ii. Attendance at an IASC State Convention.
 - iii. Attendance at a district convention.
 - iv. Staff member at a workshop one summer and one weekend workshop.
 - v. Previous experience on the IASC Executive Board
 - vi. The IASC Executive Board may amend qualifications at their discretion.
 - b. Selection Procedure
 - i. At the end of the term of the IASC Workshop Director or upon receipt and acceptance by the IASC Executive Board of a resignation the Executive Director shall solicit names of persons for nomination. Qualified individuals' names shall be submitted to the IASC Executive Board.
 - ii. Upon receipt of the names for consideration, the IASC Executive Board shall select the IASC Workshop Director by the majority votes of its members.
 - iii. The selection of the IASC Workshop Director, except in the case of resignation, shall be made at the IASC State Convention. The IASC Workshop Director's term of office shall begin at the conclusion of the state convention.
 - c. Honorarium
 - i. The IASC Workshop Director shall receive an Honorarium on a yearly basis. The Workshop Director's annual honorarium will be based \$2,000.
 - d. The Workshop Consultant's honorarium (if Consultant is used) for summer workshop shall be approved by the board and budgeted out of workshop fees.
 - e. Term of office
 - i. The IASC Workshop Director serves for a three-year term and may be eligible for reappointment.
- 7. IASC Communications Director
 - a. Qualifications
 - i. Web design experience
 - ii. The IASC Executive Board may amend qualifications at their discretion.
 - b. Selection Procedure
 - i. At the end of the term of the IASC Communications Director or upon receipt and acceptance by the IASC Executive Board of a resignation the Executive Director shall receive names of persons for nomination. After examination of the qualifications of these individuals, the Executive Director shall submit the names of the individuals to the IASC Executive Board.
 - ii. Upon receipt of the names for consideration, the IASC Executive Board shall select the IASC Communications Director by the votes of its members. In order to be selected, a nominee shall receive a majority of the votes of the IASC Executive Board.
 - iii. The selection of the IASC Communications Director, except in the case of resignation, shall be made at the IASC State Convention.
 - c. Term of office
 - The IASC Communications Director serves for a two-year term and may be eligible for reappointment.
- 8. Chairperson of the Board
 - a. Selection Procedure
 - i. At the end of the term or upon receipt and acceptance by the IASC Executive Board of a resignation of the IASC Chairperson of the Board, the Second Year Advisor-at-Large shall solicit names of individuals interested in filling the position. The Second Year Advisor-at-Large shall submit the names of qualified individuals to the IASC Executive Board.
 - ii. Upon receipt of the names for consideration, the IASC Executive Board shall select the Chairperson of the Board by the majority votes of its members.
 - iii. The selection of the Chairperson of the Board, except in the case of resignation, shall be made at the IASC Executive Board meeting in the spring at the annual IASC State Convention.
 - b. Term of office

- i. The IASC Chairperson of the Board's term of office shall be for one year; the following year, he or she will serve as advisor to the Convention Secretary.
 - ii. Term officially begins at the close of the Fourth General Session of the IASC State Convention at which they are elected, and expires at the close of the Fourth General Session of the IASC State Convention the following year.
- 9. Advisors-at-Large
 - a. Qualifications
 - i. Previous experience as a Student Council Advisor
 - b. Selection Procedure
 - i. Each year the advisors in attendance at the IASC State Convention elect, during the Advisors' Meeting, one adult to the IASC State Board to fill the position of First Year Advisor-at-Large.
 - ii. The IASC Executive Director shall send an application for nominations to be returned. Nominations from the floor will be accepted.
 - iii. If the newly-elected advisor-at-large should have a student elected to the IASC Executive Board, that advisor must serve as the student officer's advisor. The advisor receiving the next highest number of votes will then be elected to the advisor-at-large position.
 - c. Term of office
 - i. The IASC Advisor-at-Large's term of office shall be for two years, the first year being titled the "First Year Advisor-at-Large" and the second year being titled the "Second Year Advisor-at-Large."
 - ii. Term officially begins at the close of the Fourth General Session of the IASC State Convention at which they are elected, and expires at the close of the Fourth General Session of the IASC State Convention the following year, when he or she becomes the Second Year Advisor-at-Large.

SECTION VIII
GENERAL PROCEDURES
EXECUTIVE BOARD

- 1. IASC & District Membership fees
 - a. The Associate Executive Director shall collect a membership fee annually for membership in the IASC and a school's respective district organization.
 - b. The combined membership fee for IASC and the district organization shall be \$75.
 - i. The IASC shall maintain \$50 of the membership fee.
 - ii. District organizations shall receive \$25 for each member school from their respective districts.
- 2. IASC Executive Board meetings
 - a. The IASC Executive Board traditionally meets four times a year: once in late summer, once in fall, once in winter, and finally at the IASC State Convention. More or fewer meetings may be established, if justifiable.
 - b. IASC Executive Board meetings shall be conducted using Robert's Rules of Order.
- 3. Balloting by telephone and/or email
 - a. In the cases where it is necessary for the IASC Executive Director or designee to have action on a matter, he or she shall be authorized to conduct either a telephone vote or an email vote.
 - i. In the cases where a telephone or email vote is called for, the entire executive board must be contacted, and a yea, nay, or abstention must be received. A simple majority is required for passage. The results of the voting with the motion stated must be communicated to all IASC Board members immediately following the results.
 - ii. A copy of the motion and the results of the voting will be included in the minutes of the IASC Secretary at the next scheduled meeting of the IASC Executive Board.
- 4. IASC Board Expenses
 - a. Housing and food are paid for official board meetings, board business, convention, and one district convention other than the board member's own district. Mileage for travel to and from official state board meetings shall be reimbursed at the rate set by the board. Meal expenses will be reimbursed at a rate of \$20.00 per day per board member.
 - b. In order for an IASC Board member to receive reimbursement for official expenses, an itemized invoice or receipt documenting the expense must be submitted to the IASC Associate Executive Director.
 - c. IASC Board members do not pay registration fees for the IASC State Convention.
- 5. IASC Representation
 - Individual board members may not speak for the IASC Board unless so authorized by the IASC Executive Board.
- 6. Visitors to Executive Board Meetings

Any advisor or student is welcome to visit and observe any Executive Board meeting at their own expense.

7. Misconduct at IASC Activity or as a Representative of IASC

The IASC will not condone the use of alcoholic beverages, narcotics, or controlled substances. Any instance of misconduct at an IASC activity involving the use of alcoholic beverages, narcotics or controlled substances will result in the following action being taken: the advisor will be notified, the individual will be sent home from the activity, and the school principal will be notified.

8. Endorsing or Opposing Candidates for Office

In accordance with the Johnson Act of 1954, no Executive Board Member shall publicly endorse or oppose a candidate running for an IASC office.

SECTION IX
CONVENTION POLICIES

1. Convention Site Selection

A three-member committee representing the IASC Executive Board shall determine the location of future convention sites. The committee shall be composed of the IASC Executive Director, the IASC Associate Executive Director, and an IHSA representative (if such representative is desired by the IHSA).

2. Officer-Advisor Responsible for Meetings at the Annual Convention

<u>MEETING</u>	<u>PERSON RESPONSIBLE</u>
Constitution Committee	President's Advisor
Credentials Committee	Advisors-at-Large
DGLs/RMs/Recorders	1stVice-President
Honor Council Committee	Secretary & Advisor
Advisors' Meeting	Executive Director
Hall of Ideas/Service Project	2 nd Vice-President

3. Standing Committees

- a. Every effort is made to have each district represented on all standing committees.
- b. The standing committees include:
 - a) Constitution
 - b) Credentials
 - c) Honor Council
- c. Delegates chosen to serve on one of the standing committees are referred to as Honor Delegates.

4. Honor Delegate Positions

- a) Honor Delegate positions shall include Discussion Group Leaders, Roundtable Moderators, Recorders, Service Project Chairpersons, Hall of Ideas, Honor Council School Chairpersons, and members of the Constitution, Credentials, and Honor Council Committees. The IASC Executive Board may create additional Honor Delegate positions as needed.
- b) Current district officers may attend the IASC State Convention as Honor Delegates.
 - i. Definition of an IASC Service Project: an Honor Delegate from a selected service school provides a service for the IASC Executive Board, which helps promote the overall effectiveness of the IASC. This may include, but is not limited to, mailings, printing, workshop, and convention supplies.
 - ii. Definition of Hall of Ideas: An honor delegate from a selected school prepares a display of a project the school has supported during the year. In addition to the display, the delegate shall provide handouts with an explanation of the project for distribution at the IASC State Convention.
- c) Chairperson of the Board Honor Delegates
The Chairperson of the Board may bring up to four additional honor delegates to the IASC State Convention.

5. Convention Delegates

Each IASC member school shall be allowed delegates to the IASC State Convention at a number to be determined by the IASC Executive Board.

6. Attendance Privileges

The Board shall have the right to exclude a member school's entire delegation if it is unchaperoned. It shall be the duty of the Executive Director to notify the principal and the advisor.

7. Dues

School delegations shall not be allowed to attend the IASC State Convention if their school has not paid its district and state dues.

8. Soliciting

No one shall be allowed to speak before the convention to solicit funds or represent controversial subjects (subject to IHSA ruling on controversial subjects).

9. Credentials Committee

- a. The Credentials Committee provides the operation for election of candidates.
 - i. The Committee's function is to recommend the candidate as defined by the IASC Constitution. The Committee may assign one of the following ratings:
 1. Highly recommended
 2. Recommended
 3. Recommended with reservations
 4. Not recommended
 5. Disqualified
 - ii. All Credential Committee members must bear all expenses incurred for meetings including meals, transportation, and housing. The Committee will meet prior to the IASC State Convention as directed by the Advisors-at-Large. They will conduct the elections. This includes printing, collecting, and counting the ballots as well as interviewing and recommending candidates.
- b. The operating procedure for the Credentials' Committee is as follows:
 - iii. The Committee will meet a minimum of one time prior to the IASC as directed by the Advisors-at-Large.
 - iv. The first meeting shall be an organizational meeting to decide on procedure for the candidates interviews and to write interview questions. In the event that this first meeting date is canceled, it must be rescheduled.
 - v. Following the organizational meeting and at least thirty days prior to the IASC State Convention, the Credentials Committee shall interview candidates for the IASC Executive Board. This interview process can take place immediately following the organizational meeting or at a separate time. This is at the discretion of the IASC Executive Board, but the timeline must be established before Honor Delegate applications are posted. The IASC Executive Board may schedule additional interview dates at their discretion.
 - vi. The Credentials Committee must have adequate time, a minimum of fifteen minutes, to meet with each candidate before campaigning can begin.
 - vii. Once the candidates are interviewed, the Credentials Committee shall inform them of the exact date at which campaigning may begin.
 - viii. An individual must receive permission by the Credentials Committee to begin the campaign process.
 - ix. The committee shall meet a second time with each of the candidates at the IASC State Convention, prior to the opening general session, to review their expenses form and verify that all campaigning fell within the guidelines set by the Credentials Committee, the IASC Constitution, and IASC Handbook.
 - x. The Credentials Committee must have a record of the candidate's qualifications, which will be available to the delegation at the IASC State Convention.
 - xi. At the IASC State Convention the Credentials Committee shall re-interview candidates who choose to change their candidacy, along with their advisors. Candidates may not campaign for offices for which they have not been approved by the Credentials Committee.
 - xii. Candidates must be accompanied by their advisors during the interviews in order to be eligible for the Committee's recommendation.

10. Constitution Committee

- a. Constitutional amendments may be submitted to the IASC Convention only through the Constitution Committee. No amendments may be offered from the convention floor.
- b. Amendments from member schools must be submitted in writing, to the President, no later than January 1.
- c. Amendments submitted from member schools must be signed by the student council advisor of the submitting school.
- d. The IASC President shall be responsible for sending out amendments to member schools at least thirty days prior to the convention.

11. Honor Council Committee

- a. Rules and criteria for selection of the Honor Council Committee will be set by the IASC Executive Board and reviewed on a regular basis.
- b. Honor Council Committee will meet at the IASC State Convention to grade Honor Council books that have been properly submitted by member schools.
- c. Each Honor Council Book or Mini-book shall be graded twice. In case of a discrepancy, an adult advisor shall grade the book a third time.

12. State Project Guidelines

- a. Any student or school interested in seeking IASC sponsorship of a five-year state project must notify the newly elected IASC President before the first board meeting and must present its idea to the IASC Executive Board at the second meeting.
- b. IASC sponsorship of a State Project must be reviewed and renewed every five years at the second board meeting.
- c. At the second meeting, the IASC Executive Board will decide by vote whether or not to be a sponsor of the presented five-year state project.

SECTION X
DISTRICT POLICIES

1. District Existence

- a. A district becomes inactive when
 - i. It fails to hold an annual convention in a school year.
 - ii. When it fails to designate or elect constitutionally designated officers at its convention.
- b. If a district becomes “inactive,” the IASC Associate Executive Director shall withhold the district membership dues and keep record of the balance of the district’s account, until July 1. Thereafter, such monies shall be forfeited to the IASC treasury.
- c. In the event that a district is deemed “inactive” for three consecutive years the IASC Executive Board must consider disbanding the district.
- d. In the event that a district is deemed “inactive” for five consecutive years, the IASC Executive Board must commence the process of disbanding a district.
- e. District Re-organization
 - i. Boundaries must be set and should be along county lines, and member schools within the new district must be contiguous.
 - ii. All schools within the set boundaries must be surveyed collectively about their interest in a new district.
 - iii. Seventy-five percent of the schools responding to the survey must support the formation of the new district.
 - iv. This survey must be signed by the president and the advisor by each school responding.
- f. District Creation
 - i. The district must request recognition from the IASC Executive Board at a regular IASC Executive Board meeting. Representatives must be present to answer questions.
 - ii. Any district requesting recognition must
 - 1. Present a signed statement that all schools within these boundaries have been contacted for membership and three-quarters of the responding schools support the new district formation.
 - 2. Divide the remaining funds in the old district’s treasury. At the time of the split the funds will be divided according to a ratio of the number of schools in the old district (Example: 100 schools in old district-65 schools in one district and 35 in other, funds are split 65% and 35% accordingly).
 - 3. The district must be able to present a description of the district’s boundaries. This includes a list of the schools in this boundary.
 - 4. The district must be able to present the IASC Executive Board with a list of its officers and advisors.
 - 5. The IASC Executive Board reserves the right to deny a petition from a proposed district. The IASC Executive Board will consider the welfare of all schools involved when a decision is made dealing with a district.

2. District Membership

- a. All schools who pay membership to the IASC are automatically a member of their respective district organization.
- b. A school, if it meets the following criteria, may change its membership to a different district
 - i. The school must be contiguous with the district that it wishes to join.
 - ii. The school must have written permission from the executive board of the district it wishes to leave.
 - iii. The school must have written permission from the executive board of the district it wishes to join.
 - iv. The school must present evidence of the above to the IASC Executive Board. The school’s transfer of membership becomes official only after approval by the IASC Executive Board.

IASC SAFE ENVIRONMENT

The Illinois Association of Student Councils is committed to creating and maintaining an environment in which all persons who participate in IASC programs and activities feel safe and comfortable. Harassment and discrimination express disrespect, abuse authority, undermine relationships, and interfere with learning and productive work. They are also illegal.

The IASC expressly prohibits any form of harassment based on race, color, religion, national or ethnic origin, sexual orientation, age, disability or sex that has the purpose or effect of

1. Substantially interfering with an attendee's or staff member's ability to participate in or monitor the IASC activities.
2. Creating an intimidating, hostile, or offensive environment.

Examples of conduct that is not acceptable include but are not limited to

1. Any group or individual activities designed to promote or facilitate inappropriate or sexually suggestive touching of another person or oneself.
2. Grabbing, groping, offensive kissing, or fondling
3. Suggestive whistling, leering, staring, stalking, or hazing
4. Foul or obscene language
5. Lewd, off-color, or otherwise inappropriate or sexually oriented comments and/or jokes
6. Harassment or discrimination expressed through slurs, jokes, teasing, pranks, innuendo, or stereotyping
7. Discussions or questions about one's sex life or experiences
8. Suggestive or sexually explicit pictures
9. Unwanted or offensive letters, notes, voicemail messages, email messages, text message
10. Unwanted or offensive postings to any social media.
11. Sexually oriented or explicit remarks, including written or verbal references to sexual conduct, gossip regarding another person's or one's own sexual activities, deficiencies, or prowess
12. Sexual favors in return for rewards, or threats if sexual favors are not provided
13. Sexual assault or rape
14. Physical, emotional, social, or online bullying or harassment.

The IASC Executive Board will investigate and take appropriate action regarding any such reported incidents. Any such inappropriate behaviors as described above should be reported to the IASC Executive Director or any adult member of the IASC Executive Board. The cooperation of all student participants and advisors will ensure a positive experience for everyone at all IASC functions and activities.

This publication has been prepared as an aid to the student councils of the State of Illinois. It was originally published by the IASC Executive Board in 1958 and revised in 1960, 1961, 1964, 1968, 1974, 1976, 1980, 1982, 1984, 1985, 1997, 1998, 1999, 2000, 2003, 2004, 2012, 2015 and 2018. The handbook contains information about the IASC including organization of the state, duties of the state board officers, their advisors, and the IASC member schools.