

Invitation to Run for State or District Office

North Carolina Association of Student Councils

Electronic Filing Submission Deadline is **11:59 pm** on **Friday – February 1, 2019**

Dear NCASC Member School:

We hope that your school year has been a good one. It is now time to start the process to elect new state and district officer schools, just as you will be electing officers in your home council! This is an opportunity for your school to step forward and hold a major role on the district and/or state level. In March at the state convention, we will elect a new set of officers. If you believe that your school is qualified and you have a student who is qualified, interested in being the student designee and your council desires to take on the responsibilities of any of the following positions, we would love for your school to run for an office. Serving on the executive board is a true honor and is one of the best ways to get the most out of your student council experience all the while helping us plan NCASC events and making the NCASC better. The job will be challenging but the experience the council, student designee and adviser will gain from this will be well worth it. Why not take a chance? You never know what you can do until you try! We look forward to receiving your filing form and seeing your school listed on the ballot!

State Officer School Job Descriptions

NCASC President-Elect School This is a two-year term designed to help with advance convention planning

- Student designee must plan to be enrolled in the school for two years after the election (a current junior or senior cannot be the student designee).
- Candidate school advisor must have previously attended a state convention.
- Candidate school must have sent a delegation to the previous state convention, i.e. the 2017 state convention.
- Student designee must plan to attend the summer workshop in July and the next two State Conventions (with the school hosting the latter one).

It shall be the duty of the President-Elect School to:

- a. preside at meetings of the Executive Board in the absence of the President school
- b. assist the President School to plan the annual state convention
- c. coordinate, facilitate, and conduct state and district officer school elections in accordance with the constitution and by-laws
- d. conduct outreach activities and recruit non-member schools as approved by the Executive Board
- e. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- f. assume the office of President at the conclusion of the school's term as President-Elect
- g. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

NCASC First Vice President School

It shall be the duty of the First Vice President School to:

- a. coordinate and facilitate the association's recognition and awards programs
- b. serve as the association's parliamentarian
- c. coordinate, facilitate, and/or implement special projects or initiatives approved by the Executive Board
- d. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- e. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

NCASC Second Vice President School

- Student designee must be enrolled in the middle school during the school's term of office.
- Candidate school advisor must have previously attended a middle level workshop.
- Candidate school must have sent a delegation to the previous middle level workshop.

It shall be the duty of the Second Vice President School to:

- a. represent the interests of middle schools within and on behalf of the association
- b. plan and implement the annual middle level workshop
- c. plan, facilitate, and/or implement any additional events designed for middle school councils as approved by the Executive Board
- d. assist the President School to plan middle school sessions at the state convention
- e. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- f. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

NCASC Secretary School

It shall be the duty of the Secretary School to:

- a. compile and keep the minutes of Executive Board meetings
- b. maintain and distribute contact information for members of the Executive Board
- c. provide directions, notices, and the agenda of meetings to Executive Board members
- d. collect and provide officer school articles, all minutes, and summary reports for the state workshop and convention to the Executive Director when requested
- e. maintain and distribute association documents, member handbook and other information as requested by the Executive Board or Executive Director
- f. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- g. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.
- h. compile and distribute a quarterly newsletter to be sent to all NCASC member schools for communication and informational purposes.

NCASC Communications Officer School

It shall be the duty of the Communications Officer School to:

- a. Update and maintain the NCASC's website
- b. Establish and sustain communication with executive board members
- c. Support the executive board in their efforts to communicate with member schools
- d. Establish communication with non-member schools in an effort to increase membership
- e. Strive to seek out and stay current on media and communication trends (including, but not limited to, social media and alternative forms of advertising)
- f. Perform any ad hoc duties delegates by the Executive Board or the Executive Director
- g. Send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

District Officer School Job Descriptions

District Chair

- Candidate school must have sent a delegation to a previous district conference.

It shall be the duty of the district chairman school to:

- a. preside at all district committee meetings
- b. plan and host a fall conference at district chairman's school
- c. attend all meetings of the state Executive Board, the summer workshop, the state convention, and if feasible, the national conference
- d. send to the district director after the fall conference a financial statement, excess funds, and the delegate assessment as prescribed in the by-laws
- e. assist the vice chairmen to promote association membership, events, and activities in the district
- f. determine the frequency and logistics of district committee meetings with the approval of the District Director
- g. perform any other duties requested by the Executive Board or District Director

District High School Vice Chair

It shall be the duty of the district high school vice chairman school to:

- a. preside at district meetings in the absence of the chairman school
- b. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
- c. assist in planning the fall conference
- d. promote association membership
- e. promote events and activities among high schools in the district
- f. perform any other duties assigned by the chairman school or District Director

District Middle School Vice Chair

- Student designee must be enrolled in the middle school during the school's term of office.
- If elected to this office the Candidate School must send a delegation to the next middle level workshop.

It shall be the duty of the district middle school vice chairman school to:

- a. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
- b. assist in planning the fall conference
- c. represent the interests of middle schools on the district committee
- d. promote association membership
- e. promote events and activities among middle schools in the district
- f. perform any other duties assigned by the chairman school or District Director

Adviser Responsibilities for State and District Officer Schools

For purposes of a school's candidacy, the adviser listed on the Candidate School Filing Form will be the primary adviser who will serve on the Executive Board and this person must be a full-time member of the faculty or administration of the candidate school.

The advisers of state officer schools and the district chair and vice chair schools shall be members of the Executive Board.

It shall be the expectation that these advisers:

- *will attend all meetings, workshops, and conventions with the student board representative;*
- *will secure the necessary support from the school in whatever form that may be necessary in order to fulfill the duties of the office to which the school has been elected;*
- *will provide support and guidance to the student representing the school on the association board or committee;*
- *shall make arrangements for student travel to and from all NCASC events in accordance with local school policy; NCASC has limited secondary insurance for board member travel to, from and while attending a NCASC-authorized event.*

The home council and student representative experience is greatly enriched when the home school adviser is actively engaged and shares the experience with other students and adults on the executive board.

Only member schools may file for office.

If your school has not renewed its membership for 2018-19, please pay dues prior to filing for office.

The membership form is on the website: www.ncasc.us

Election Guidelines for the 2019 NCASC State Convention

Read carefully.

Contact the President-Elect school student board member or adviser if there are questions.

Filing Limitations (1) The President-Elect School is ineligible to file for any office at the convention following the school's election as President-Elect because the school's delegation is responsible for conducting the elections at that convention. (2) A member school can only file for one (1) state office **and/or** one (1) district office at a state convention.

School vs. Student Candidate Campaign posters and the presentation must **focus on the school that is running for the position**, not the individual student designee. The school holds the position and the school's qualifications, not the individual student's qualifications, should be the primary focus of the multimedia presentation, speech, and caucus responses. The student designee is only the school's representative on the Executive Board, should the school be elected. It is the expectation that the student designee listed on the filing form will be the board representative for the entire term of office. However, the candidate school student council, adviser and/or principal (with cause and preferably by consensus and in consultation with and prior notice to the Executive Director) can appoint another student as the board representative at any time.

Required Student Designee / Adviser Meeting There will be a required meeting of all candidate schools (student designees and their advisers) on Friday – March 15 at Roanoke Rapids High School. The President-Elect school will notify candidate schools in advance as to the time and place of this meeting. It will be prior to the first general session.

Adviser at Convention The candidate school's adviser designated on the filing form must be in attendance at the candidate school meeting, the general session when speeches and presentations are made, and at the district caucuses during the question/answer period(s). A disqualification of the candidacy may result if this requirement is not met.

Student Designee at Convention The candidate school's student designee must be in attendance for the entire state convention at which the school runs for office.

Handouts No campaign paraphernalia may be distributed or worn at the convention. (Example: shirts that have campaign messages, buttons, stickers, candy, etc.)

Posters Only four posters, each not to exceed 22 inches x 28 inches (standard poster board), may be displayed at the convention and only in the designated areas. Posters cannot be displayed until after the candidate school meeting. Two items must be indicated on each poster: (1) the name of the candidate school, and (2) the office for which the school is a candidate. The student designee DOES NOT run for the office as an individual.

Social Media It is recognized that social media can be a campaign tool for the school. The use of profane language and/or the mentioning of an opponent and/or other NCASC schools or their delegates is not acceptable. There is zero tolerance for any inappropriate use of social media. A violation of these expectations could result in notification of the principal and could result in disqualification of the school's candidacy. All violation allegations will be resolved at the discretion of the Executive Director and the District Directors.

Speech (and Presentation, if required) Student designees must present themselves and their school to convention delegates at a general session. The candidate school student council and the student designee are expected to create a presentation that showcases why the school's council can best fulfill the responsibilities of the office for which it has filed. It is recommended that each candidate school shows an overview of the different aspects of their council that qualifies them for the office. Humor is acceptable, but please make this an informative and focused presentation. The multimedia presentation (video, PowerPoint, etc.) and speech must be viewed and approved by the school's adviser prior to presentation at the convention. An adviser approval form must be turned in at the Candidate School meeting. Practices are **CLOSED TO ALL STUDENT DELEGATES AND ADVISERS** except the candidate school delegation/adviser during their allotted practice time.

	Live Introductory Speech +	Multimedia Presentation	= Not to Exceed
	1 Minute Minimum		
NCASC President-Elect	Required	Required	7 Minutes
NCASC 1st Vice-President	Required	<i>Optional</i>	5 Minutes
NCASC 2nd Vice-President	Required	<i>Optional</i>	5 Minutes
NCASC Secretary	Required	<i>Optional</i>	5 Minutes
Communications Officer	Required	<i>Optional</i>	5 Minutes
District Chairperson	Required	Required	5 Minutes
District High School Vice Chair	Required	<i>Optional</i>	3 Minutes
District Middle School Vice Chair	Required	<i>Optional</i>	3 Minutes

All multimedia presentations must be placed in a digital dropbox by 11:59 pm on March 1. Submission date and details will be emailed to the candidate school adviser after receipt of the filing form. The contracted media company will test all presentation formats to ensure compatibility with its hardware.

Caucuses Candidate schools for state offices will be assigned a time to appear before each of the three districts to answer questions about the school's qualifications, candidacy and goals. The district director and student district chair will facilitate these sessions using a uniform format that will be explained prior to the question/answer period. Candidate schools for district offices will only appear in the district in which the school is located. Two other students from the candidate school may accompany and assist the student designee in answering questions. The amount of time for each candidate school delegation to answer questions will be announced at the candidate school meeting at the convention.

Candidate School Delegates in the Caucus Delegates from a candidate school (other than the student designee and the one or two students who will accompany the student designee to answer questions) should not pose questions to the student designee when they appear in the caucus. A candidate school caucus team (student designee and one/two other students from the school) shall remain outside the caucus room while other candidates for the same office are answering questions.

Voting A preferential ballot method shall be used for voting to elect state and district officer schools. This method shall be explained to convention delegates prior to the distribution of ballots. The actual vote totals are not announced, are known only by the elections committee and remain confidential. The ballots and results are submitted to and retained by the Executive Director for one year.

Ballots School names for each office shall be listed on the ballot in alphabetical order. The ballot shall be printed in the approved format.

Questions / Violations Questions about these regulations should be addressed first to the President-Elect School student board representative and adviser. The Executive Director, in consultation with the Board of Directors if appropriate, shall be the final authority to interpret or clarify any regulation and to resolve an alleged violation of any regulation.

Step 1

To BEGIN a school's candidacy,

- ✓ the **Candidate School Filing Form for State and/or District Office**
- ✓ must be completed and submitted electronically by **11:59 pm on Friday - February 1, 2019**
- ✓ from the Candidate School **Adviser's school email address**
- ✓ to the President-Elect School Adviser **AND** Student Representative.

Teri Rasa
teri_rasa@abss.k12.nc.us **AND** **Zach Clemmons**
zacharyc344@gmail.com

Submission to two individuals is intended to reduce miscommunication and/or technical issues between the school and NCASC. Submission from the adviser's school email address verifies school awareness of the candidacy.

Step 2

To VALIDATE a school's candidacy,

- ✓ the **Candidate School Validation Form**
- ✓ must be completed
- ✓ printed
- ✓ original signatures obtained for the principal*, adviser, student council president, and student designee
- ✓ be postmarked by the U.S. Post Office **on or before Friday - February 1, 2019**
- ✓ and be sent **via U.S. Mail** to the Executive Director: **Colby Cochran**

4800 Roberta Road
Concord, NC 28027

*** The school principal is the only person who can sign this form. No stamps, no other administrators.**

Step 3

To FINALIZE a school's candidacy,

- ✓ the **Candidate School Filing Statement**
- ✓ must be completed and submitted electronically by **11:59 pm on Friday - February 15, 2019**
- ✓ from the Candidate School **Adviser's school email address**
- ✓ to the President-Elect School Adviser **AND** Student Representative.

Teri Rasa
teri_rasa@abss.k12.nc.us **AND** **Zach Clemmons**
zacharyc344@gmail.com

Step 4

Multimedia presentations must be placed in a dropbox by 11:59 pm on March 1. Submission date and dropbox details will be emailed to the candidate school adviser after receipt of the filing form.

Notifications

The candidate school adviser will be notified via email:

- upon receipt of the Filing Form to initially acknowledge a school's candidacy
- upon receipt of the Validation Form to confirm principal approval and the council's commitment, if elected
- upon receipt of the Candidate School Filing Statement for distribution at the convention
- upon receipt of the school's multimedia presentation (if required)
- prior to the convention concerning specific information about the candidate meeting time and location

North Carolina Association of Student Councils

Districts

The boundaries of the state districts as of January 1, 2005 shall be as follows. Student delegates to the NCASC state convention shall be eligible to participate, as provided in the Bylaws, in the election of the District Chairperson, High School Vice Chairperson, and Middle School Vice Chairperson for the district in which their school is located.

Eastern District counties (37)

Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Currituck, Dare, Duplin, Edgecombe, Franklin, Gates, Greene, Halifax, Hertford, Hyde, Johnston, Jones, Lenoir, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Sampson, Tyrrell, Washington, Wayne, Wilson.

Central District counties (28)

Alamance, Anson, Caswell, Chatham, Cumberland, Davidson, Davie, Durham, Forsyth, Granville, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Robeson, Rockingham, Scotland, Stanly, Stokes, Wake, Warren, Vance.

Western District counties (35)

Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, Mecklenburg, Mitchell, McDowell, Polk, Rowan, Rutherford, Surry, Swain, Transylvania, Union, Watauga, Wilkes, Yadkin, Yancey.

2019-2020 NCASC State Office Filing Form

Enter "X" in the field to the right of the STATE office for which the school is filing. Limit of one per member school.

President-Elect _____ 1st Vice President _____ 2nd Vice President _____
Secretary _____ Communications Officer _____

<p align="center">President-Elect</p> <p><i>Qualification:</i> The candidate school and Advisor must have previously attended a state convention. Please list convention attended.</p> <p>Convention @ _____</p> <p>Year: _____</p>
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<p align="center">2nd Vice President</p> <p><i>Qualification:</i> The candidate school must have attended a MLWS and the student designee must be in middle school in 2019-2020.</p> <p>Year school attended MLWS: _____</p> <p>Designee in MS next year? YES _____ NO _____</p>

Candidate School _____

School Address _____ NC _____
Mailing Address *City* *Zip Code*

School Telephone (____) _____

Candidate School Adviser's First and Last Name _____

Adviser Home ____ or Cell ____ Phone (____) _____

Adviser Email _____

IMPORTANT: *To provide consistency on the Executive Board, the school MUST designate ONE and only one student as the school's official designee who, along with the school adviser, will attend all Executive Board meetings and will be listed as the representative of record. There are no co-officers in the NCASC.*

Student Designee First and Last Name _____ Current Grade _____ Gender _____

Before completing the Validation Form (SEPARATE FORM THAT MUST BE MAILED), please ensure that your council, principal, adviser, and student designee have read and understand the Election Guidelines.

We have read and understand the regulations/guidelines involved in running for office in the North Carolina Association of Student Councils. We agree to abide by these regulations/guidelines and if our school is elected, we will be able to fulfill all expected duties of the office indicated in this packet and in the constitution and the designated student designee and the adviser will attend all NCASC Board meetings.

A majority of the school's Student Council voted to approve this candidacy: **YES** _____ **NO** _____

Student Council President's First and Last Name _____

Principal's First and Last Name _____

<p>This form must be completed and submitted electronically by 11:59 pm on Friday – February 1, 2019 from the Candidate School Adviser's School Email Address to the President-Elect School Adviser AND Student Representative:</p> <p align="center">Teri Rasa teri_rasa@abss.k12.nc.us AND Zach Clemmons zacharyc344@gmail.com</p>
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2019-2020 NCASC District Office Filing Form

Enter "X" to indicate **DISTRICT** and the **DISTRICT office** for which the school is filing. Limit of one per member school.

Western ___ Central ___ Eastern ___

District Chair ___

High School Vice Chair ___

Middle School Vice Chair ___

<p align="center">District Chair</p> <p><i>Qualification:</i> The candidate school must have previously attended a district fall conference. Please list the conference attended.</p> <p>Conference @ _____ Year: _____</p>

<p align="center">Middle School Vice Chair</p> <p><i>Qualification:</i> The student designee must be in middle school for the 2019-2020.</p> <p>Designee in MS next year? YES ___ NO ___</p>
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Candidate School _____

School Address _____ Mailing Address _____ City _____ NC _____ Zip Code _____

School Telephone (____) _____

Candidate School Adviser's First and Last Name _____

Adviser Home ___ or Cell ___ Phone (____) _____

Adviser Email _____

IMPORTANT: *To provide consistency on the Executive Board, the school **MUST** designate **ONE** and only one student as the school's official designee who, along with the school adviser, will attend all Executive Board meetings and will be listed as the representative of record. There are no co-district officers in the NCASC.*

Student Designee First and Last Name _____ Current Grade _____ Gender _____

Before completing the Validation Form (SEPARATE FORM THAT MUST BE MAILED), please ensure that your council, principal, adviser, and student designee have read and understand the Election Guidelines.

We have read and understand the regulations/guidelines involved in running for office in the North Carolina Association of Student Councils. We agree to abide by these regulations/guidelines and if our school is elected, we will be able to fulfill all expected duties of the office indicated in this packet and in the constitution and the designated student designee and the adviser will attend all NCASC Board meetings and district committee meetings.

A majority of the school's Student Council voted to approve this candidacy: **YES** ___ **NO** ___

Student Council President's First and Last Name _____

Principal's First and Last Name _____

<p>This form must be completed and submitted electronically by 11:59 pm on Friday – February 1, 2019 from the Candidate School Adviser's School Email Address to the President-Elect School Adviser AND Student Representative:</p> <p align="center">Teri Rasa teri_rasa@abss.k12.nc.us</p> <p align="center">Zach Clemmons zacharyc344@gmail.com</p> <p align="center">AND</p>
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Candidate School Validation Form

For March 2019 through March 2020

Candidate School _____

Office _____

As an Officer School in the NCASC, we, (the principal, adviser, student council president, and student designee):

- will designate ONE and only one student as the school's official designee who, along with the school adviser, will attend all Executive Board meetings and will be listed as the representative of record. There are no co-officers in the NCASC.
- have read and understand the regulations/guidelines involved in running for office in the North Carolina Association of Student Councils.
- agree to abide by these regulations/guidelines and if our school is elected,
- will fulfill all expected duties of the office indicated in this packet and in the constitution, and
- will arrange for the designated student designee and the adviser to attend all NCASC Board meetings and events at which our school's presence is required in order to provide consistency on the Board (or will send representatives if emergencies should arise).

Principal's Signature _____ Date _____

The school principal is the only person who can sign this form. No stamps, no other administrators.

Enter Principal's First and Last Name >>>

Adviser's Signature _____ Date _____

Enter Adviser's First and Last Name >>>

Student Council President's Signature _____ Date _____

Enter Student Council President's First and Last Name >>>

Student Designee's Signature _____ Date _____

Enter Student Designee's First and Last Name >>>

This form must be postmarked by the U.S. Post Office **on or before Friday - February 1, 2019** and be sent **via U.S. Mail** to the Executive Director: **Colby Cochran**
4800 Roberta Road
Concord, NC 28027

Candidate School Filing Statement

Candidate School _____

Student Designee _____ Adviser _____

Office _____

This statement will be reproduced and distributed to each school delegation registered at the convention. Responses are limited to the space provided below (1060 characters). Only one page per candidate school will be reproduced.

1. How does your school plan to fulfill the responsibilities of this position?

2. What are your Student Council's qualifications for this position?

3. Why did your Student Council decide to be a candidate for this position?

4. What are your Student Council's goals as a NCASC state or district officer school?

This form must be completed and submitted electronically by **11:59 pm** on **Friday – February 15, 2019** from the Candidate School Adviser's School Email Address to the President-Elect School Adviser **AND** Student Representative:

Teri Rasa
teri_rasa@abss.k12.nc.us

AND

Zach Clemmons
zacharyc344@gmail.com

Adviser Approval Form

1. Complete a form for each office for which the school has filed.
2. Print the form.
3. Adviser must sign form.
4. **Adviser will turn in this form at the Candidate Meeting on Friday – March 15, 2019**

Candidate School: _____

Office: _____

Adviser Name: _____

YES _____ **NO** _____ I have read and/or heard our student designee's speech to be presented at the convention and verify that the speech is appropriate for a middle/high school audience.

YES _____ **NO** _____ *If applicable*, I have seen and approve our school's multimedia presentation to be shown at the convention and verify that the presentation is appropriate for a middle/high school audience.

The school delegation and I understand that the presentations given at the state convention will reflect on our students, school, and community.

Adviser's Signature _____ Date _____

Note to Adviser:

Please be aware of your students' campaign plans. Current officer school board representatives should NOT campaign for any school unless their school has filed to run for an office. If the current host school is running for an office again, it is the host school adviser's responsibility to make sure his/her students follow campaign guidelines. As much as possible, please be aware of your council/school's campaign related activity via social media.