

FOREWORD

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, and 2004.

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.

SECTION 1

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, nine faculty advisors, the Executive Director, the Workshop Director, 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 preceding year's Executive Board appoints the editor of the Reporter, and the Chairperson of the Board, and the webmaster. 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 and the Workshop Director.

A constant reservoir of experience is maintained on the Executive Board by a system of staggered tenures of office. The 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 National Conference, the second in September when planning for the IASC State Convention begins. In December, the Executive Board begins to finalize State Convention plans, and during the meeting in February, all details are completed. At the State Convention, the Executive Board meets to appoint the Chairperson of the Board, the editor of the Reporter, and the webmaster and to evaluate the year's work.

Of course, 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 ALL IASC EXECUTIVE BOARD MEMBERS

1. **Plan to attend every function of the association. This includes all executive board meetings, workshops, your district convention, one additional district convention, the NASC Conference, the IASC convention, and all functions or meetings requiring your presence.**
2. **Be an example of good citizenship at all activities. Keep set hours. Be an inspiration to all.**
3. **Be prepared to give carefully organized reports at all executive board meetings.**
4. **Be alert to the ideas, needs, and problems of the association. Introduce new ideas for projects at the state board meetings.**
5. **Be prompt to all meetings. If you cannot attend or will be late, report to the President or Executive Director.**
6. **Be rested for all meetings. Each meeting involves a high degree of concentration for several weekends throughout the year.**
7. **Respond quickly to requests by board members or by association members. If you cannot answer the requests, contact a board member who is able to respond.**
8. **Check with the Executive Director on any problems involving policies of the IASC. Be certain of your actions in order to avoid controversies.**
9. **Fulfill your required responsibilities in order to maintain the reputation of your school and the high standards of the IASC.**
10. **Maintain a file of all your activities during the term of your office and present this to your successor as soon as possible after the IASC State Convention.**
11. **Be prepared to assist at all workshops and the IASC State Convention as requested.**
12. **Write articles and meet deadlines for the Reporter as requested.**

SECTION IV

EXPECTATIONS OF AN IASC EXECUTIVE BOARD MEMBER

- 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. It is expected that all student executive board members attend the annual NASC convention and at least one session of the state summer workshop program. Both of these functions are held during the summer. All board members are to attend their own District conventions and at least one other District convention. All board members are expected to take an active role by attending IASC activities, including the convention, at least three weekend state board meetings, and weekend workshops.**
- 4. 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, forensics, and the number of hours employed.**
- 5. To really be an effective board member, an individual must have the support and consent of the principal, advisor, fellow student council members and family.**
- 6. STUDENTS AND ADVISORS ELECTED OR APPOINTED TO THE BOARD WILL BE REQUIRED TO ATTEND BOARD MEETINGS AND REMAIN OVERNIGHT IF NECESSARY.**

SECTION V

DUTIES OF THE OFFICERS

DUTIES OF THE PRESIDENT

1. **Preside at all board meetings. Prepare the agenda for all meetings with the help of the President's advisor and Executive Director. Distribute agendas to all board members two weeks prior to each meeting.**
2. **Maintain the files of the office, keeping copies of all correspondence and information on suggested speakers.**
3. **Attend the NASC Conference.**
4. **Serve as a designee or liaison to the Student Advisory Committee of the Illinois State Board of Education.**
5. **Make certain that all board members exchange materials as soon as possible following the IASC State Convention.**
6. **Send congratulatory letters to all district presidents and offer the assistance of the IASC.**
7. **Call for the evaluation of district conventions.**
8. **Make the summer workshops your first important contact with large groups of association members.**
9. **Prepare a calendar of IASC events by the September Board meeting.**
10. **Write the "President's Column" for each issue of the Reporter.**
11. **Prepare the President's letter to be mailed with the membership mailings. This letter should explain the benefits of IASC membership.**
12. **From The Governor of Illinois, request a Proclamation for Student Council Week which will be distributed at the IASC State Convention.**
13. **Secure speakers for the IASC State Convention. Obtain biographical data and work with the Convention Secretary's school in making the necessary arrangements for the speakers.**

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. Compile a directory of district officers and advisors including addresses and distribute copies to all IASC Executive Board members and district officers.
16. Maintain a copy of all IASC Executive Board Reports from the five most recent years.

DUTIES OF THE FIRST VICE-PRESIDENT

1. Preside in the absence of the president.
2. Assist the president in every way possible.
3. Prepare a letter for IASC State Convention participants, which will be approved at the September Board meeting and mailed no later than 2 weeks after the meeting. This letter must include an application for Discussion Group Leaders, Recorders, Credentials Committee, Constitution Committee, and Honor Council Committee.
4. Present a report of the applications submitted for the December 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 2 weeks after the December Board meeting.
6. Host the Honor Delegate workshop for discussion group leaders and committee members to prepare and train them for the IASC State 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. Preside at the District Vice-Presidents' 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 convention participants which will be approved at the September Board meeting and mailed no later than 2 weeks after the meeting. This letter must include applications for Project School Chairpersons, Service Project Chairpersons, and Hall of Ideas Chairpersons.**
- 2. Prepare a report of the applications submitted for the December 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 2 weeks after the December Board 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's school to coordinate display areas for Project Schools, Hall of Ideas, and Professional Exhibitors.**
- 7. Secure certificates for honor delegates and co-chair District Vice-Presidents' meeting.**

DUTIES OF THE TREASURER

- 1. Open the IASC checking account prior to the September Board meeting.**
- 2. Receive all deposits and make all disbursements of IASC monies other than the workshop and state convention funds.**
- 3. Receive all expense vouchers from IASC Executive Board members and pay approved bills by check.**
- 4. Prepare an annual budget for presentation at the September Board meeting.**
- 5. Prepare financial statements for each Board meeting. Prepare a complete financial report with duplicate copies for distribution at the convention along with the final membership list.**
- 6. Be responsible for IASC membership. Prepare current membership lists for each executive board meeting.**

7. Prepare a membership application to be mailed to all IHSA member schools.
8. Prepare the IASC membership mailing to be sent to all member schools.
This packet should include: the Constitution, membership certificate, letter from the IASC President and Treasurer, listing of all executive board members, NASC membership application, calendar of IASC activities prepared by the President.
9. Send all District Treasurers updated IASC membership lists on a monthly basis. Send letters to any school that has paid its IASC dues but not district dues. Make sure all IASC members are paid members of their respective districts.
10. Arrange for the IASC books to be audited for the new IASC Treasurer.
A qualified person not directly associated with the IASC Executive Board must audit the books annually. The statement of the audit shall be furnished to all member schools as well as the IHSA. After the audit is complete, the books shall be turned over to the new IASC Treasurer by August 1.
11. Assist the Treasurer's Advisor with the Resolutions Committee.
12. Chair District Treasurers' meeting at the IASC State Convention.

DUTIES OF THE RECORDING 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. Receive and send all IASC correspondence. This should include thank you letters for the workshop staff and retiring state and district officers as well as congratulatory letters to newly elected district officers. The letters should also offer the assistance of the IASC Executive Board.
3. Send convention banquet invitations as directed by the IASC Executive Board.
4. Present awards of appreciation at the IASC State Convention banquet.
5. Send honor council mailings following the September Board meeting. mailing should include a pamphlet of the honor council score card, guidelines, and an application.
6. Send out follow-up applications for Honor Council after the December Board meeting.

7. **Be responsible for training the Honor Council Committee at the honor delegate workshop as directed by the Executive Board. Work with your advisor to assist the honor council committee in their work at the IASC State Convention. In addition to the Secretary's Advisor, three other advisors should be selected for this committee.**
8. **Work closely with Second Vice-President in securing certificates for Honor Council Committee members.**
9. **Chair District Secretaries' meeting at the IASC State Convention.**

DUTIES OF THE CONVENTION SECRETARY

1. **Make all necessary arrangements with the IASC State Convention hotel. 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. Confirm all arrangements with the hotel in writing.**
2. **Secure the official sanction of the IHSA for the IASC State Convention.**
3. **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.**
4. **Send a follow-up letter as registrations are received. The follow-up letter should include the following: receipt for registration, meals, final instructions on registration procedures, and other information as directed by the IASC Executive Board.**
5. **Arrange for all entertainment at the IASC State Convention, except speakers.**
6. **Have all convention materials printed. This will include: programs, banquet programs, banquet tickets, advisor breakfast tickets, name tags, voting flags, ballots (first and second) and ribbons for name tags (designating honor delegate, delegate, and IASC State Executive Board).**
7. **Be responsible for all arrangements including decorations, flowers, signs, etc.**
8. **Prepare IASC State Convention folders for all delegates and registered advisors prior to the State Convention. This will include the following: IASC Constitution, convention program, financial report, minutes of the previous convention, IASC Reporter and other convention materials as directed by the IASC Executive Board. See that all advisors' packets include meal tickets, discussion group tickets, voting privilege cards, and a voting flag.**

9. Serve as Master of Ceremonies at the IASC State Convention banquet.
10. Prepare a convention budget to be approved at the September board meeting. This budget will reflect income and expenditures relating to the convention.
11. 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 ASAP after the completion of the IASC State Convention.

DUTIES OF THE REPORTER EDITOR

1. Be responsible for publishing the Reporter on a quarterly basis using articles submitted by members of the IASC Executive Board, district officers, and member schools.
2. The first issue in September shall cover the NASC Conference and other summer activities. The final issue of each year shall cover the IASC State Convention.
3. Mail the first issue of the Reporter to all IHSA schools and all State Executive Directors. Other issues will be mailed to IASC member schools, subscription holders, and all State Executive Directors. Mailing costs are assumed by the IASC Executive Board.
4. Provide a financial report for the incoming editor.
5. Attend the NASC Conference taking pictures and writing articles for the September issue.
6. Establish a budget to include \$2,500.00 allocated by the IASC Executive Board. The \$2,500.00 is to cover the printing and other supplies for four issues. The fourth issue of the Reporter is distributed at the IASC State Convention. This money may not be available as a lump sum, which may require the Reporter Editor's school to advance the monies.
7. Access or obtain a bulk-mailing permit as soon as possible.
8. Chair Newsletter Editor's meeting at the IASC State Convention.

DUTIES OF THE WEBMASTER

1. Contact the IHSA office to update link to the IHSA homepage if necessary.
2. Maintain contact with all Executive Board members to secure information to be placed on the webpage.
3. Update the webpage regularly so as to keep it current. However, no information which contains student names shall be published on the website without permission of the student in writing. The webmaster 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 Executive Director.
4. The webmaster is expected to maintain the integrity of the IASC and is held to the same standards of conduct as the other members of the Executive Board.
5. Maintain notes, logs, and archives.
6. The webmaster shall assume other duties assigned by the Executive Board.

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

GENERAL DUTIES OF THE EXECUTIVE DIRECTOR

1. Communicate with the IHSA Executive Secretary on all matters concerning the IASC.
2. Compile and distribute a directory of names and addresses of all new IASC Executive Board members.

3. **Make arrangements for the NASC Conference. This will include applications, registration, and transportation for delegates from Illinois.**
4. **Fill out reports required by the IHSA and NASC.**
5. **Issue an advisors' newsletter as necessary (two or three times each year).**
6. **Report to the advisors as often as necessary. Meet with district advisors at the IASC State Convention.**
7. **Give the challenge at the IASC State Convention.**
8. **Maintain the files of the IASC and collect other printed materials of interest to the organization.**
9. **Arrange for printing and distribution of stationery to board members as soon as possible.**
10. **Attend NASC Executive Directors' meeting.**
11. **Update the IASC handbook.**

DUTIES OF THE PRESIDENT'S ADVISOR

1. **Assist President with any assigned duties.**
2. **Procure the main speaker for the IASC State Convention with the assistance of the President or Executive Board (responsibility for calling or inviting).**
3. **Provide literature, materials, or a meeting for new advisors at the IASC State Convention.**
4. **Be responsible for all typing, printing, and mailing of materials of the President.**
5. **Host, if possible, a meeting of the IASC Executive Board at the President's high school.**

DUTIES OF THE FIRST VICE-PRESIDENT'S ADVISOR

1. **Observe the workings of the IASC Executive Board.**
2. **Assist wherever assigned.**

3. **Work with the First Vice-President on selection of Discussion Group Leaders, Credential Committee members, Resolutions Committee members, Constitution Committee members, Honor Council Committee members, and Recorders.**
4. **Supervise any other tasks that the First Vice-President is responsible for completing.**

DUTIES OF THE SECOND VICE-PRESIDENT'S ADVISOR

1. **Observe the workings of the IASC Executive Board.**
2. **Assist wherever assigned.**
3. **Work with the Second Vice-President on Project Schools, Service Projects, Hall of Ideas, Professional Exhibitors, and any other duties to be performed by the Second Vice-President.**

DUTIES OF THE TREASURER'S ADVISOR

1. **Know the IASC Constitution.**
2. **Assist the Treasurer in work throughout the year.**
3. **Open a checking/savings account at a bank of the Treasurer's choice.**
4. **Assist in preparing annual IASC budget.**
5. **Assist in preparing all financial reports to be presented at each Board meeting.**
6. **Secure the mailing labels from the IASC Executive Director, as needed.**
7. **Co-sign each check paying IASC bills or IASC Executive Board expenses.**
8. **Send a copy of each financial statement to the IHSA office if a representative from the office is not present at each IASC Executive Board meeting.**
9. **Assist in preparing and sending three membership letters to IHSA member schools (October, December, and February). Copies should be presented and approved at IASC Executive Board meetings before sending.**
10. **Assist in preparing and updating membership lists for presentation at each IASC Executive Board meeting.**
11. **Contact District Treasurers/Advisors for updated membership lists.**
12. **Assist at registration desk at the IASC State Convention to verify IASC and district memberships for host school.**

14. Be prepared to present the final financial report during the advisors' meeting at the convention.
15. Serve as the advisor for the Resolutions Committee.
 - a) Ask IASC Executive Board to approve guidelines for submission and action on resolutions.
 - b) Send congratulatory letters to members of the Resolutions Committee.
 - c) If necessary, the Board may request the committee members to meet during the February Board meeting.
 - d) Prepare "canned" resolutions at this meeting.
 - e) Review submitted resolutions.
 - f) Send copies of resolutions to the IASC Executive Director, the IHSA representative, and committee members prior to the IASC State Convention.
16. Duplicate for the Convention Secretary copies of the following:
 - a) Membership lists-by districts
 - b) Financial statements
 - c) Resolutions
 - d) Convention participants of previous year's IASC State Convention
17. See that books are audited before they are transferred.
18. Hand to the new advisor any files, which would be helpful in the next year's work.
19. Attend the IASC Convention and workshops.
20. Facilitate all Resolution materials as returned by member schools.
21. Attend Resolutions Committee meeting at the IASC State Convention.

DUTIES OF THE RECORDING SECRETARY'S ADVISOR

1. Observe the workings of the IASC Executive Board.
2. Assist wherever assigned.
3. Work with the Recording Secretary on the preparation of the minutes from all meetings and all correspondence. Work with the IASC Secretary to train the Honor Council Committee members and assist with grading honor council books at the IASC State Convention.
4. Take minutes at the advisors' meeting held at the IASC State Convention while the Chairperson of the Board presides.

DUTIES OF THE CHAIRPERSON OF THE BOARD

- 1. Communicate with the Convention Secretary advisor, President's advisor, First Vice-President's advisor, Second Vice-President's advisor, and Executive Director.**
- 2. Preside at advisors' meeting at the IASC State Convention. This includes preparation of agenda duplication of the previous year's minutes.**
- 3. 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. The Chairperson of the Board is also responsible for name cards to indicate seating at the head table at the banquet at the IASC State Convention. Organize list of officers and escorts for the banquet to be given to the announcer.**
- 4. Serve as the Convention Secretary advisor the second year on the Executive Board.**
- 5. Submit the name of the incoming Convention Secretary at the IASC State Convention banquet.**
- 6. Submit a tentative budget for the IASC State Convention, which you will host.**
- 7. Submit a theme for the IASC State Convention, which you will host.**

This is a non-voting position on the IASC Executive Board.

DUTIES OF THE CONVENTION SECRETARY ADVISOR

- 1. Work with the Convention Secretary.**
- 2. Verify hotel reservations for your IASC State Convention.**
- 3. Request aid of the IASC Executive Board at the convention, if their help is needed.**
- 4. Assist the Chairperson of the Board in seating at the head table for the banquet held at the IASC State Convention.**
- 5. Supervise your committees for the IASC State Convention.**
- 6. Keep a file with the Convention Secretary for succeeding Convention**

Secretary and advisor.

7.Keep a budget reflecting all costs of the IASC State Convention.

DUTIES OF THE REPORTER EDITOR'S ADVISOR

- 1.Observe the workings of the IASC Executive Board.
- 2.Assist wherever needed.
- 3.Assist the Reporter Editor on the preparation and distribution of the Reporter.
- 4.Supervise the Reporter's finances to see that the guidelines of the Board approved budget are followed.
- 5.Make contact with businesses, organizations and/or people where it is in the best interest of the IASC that this contract should be made by an adult rather than a student.
- 6.Attend all IASC functions with the Reporter Editor.
- 7.Assist the Reporter Editor wherever needed.

DUTIES OF THE WEBMASTER ADVISOR

1. Assist the webmaster on the preparation and posting of appropriate information on the IASC website.
2. Attend all IASC Executive Board meetings with the webmaster.
3. Assist wherever needed.

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 meeting at the Honor Delegate Workshop.
- 3.Send mailings 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. A regular duty of the IASC Board Advisors-at-Large is to contact the district advisors.
7. Collect committee reports from each of the standing committees at the IASC State Convention, which includes Constitution, Credentials, Resolutions, and Honor Council.

DUTIES OF THE WORKSHOP DIRECTOR

1. Accept assignments made by the IASC Executive Board.
2. Be of assistance wherever possible.
3. Determine the dates and locations of the workshops with the approval of the IASC Executive Board.
4. Obtain the necessary staff for the workshops.
5. Receive workshop registrations and fees and make the necessary disbursement of funds with a financial report to the IASC Executive Board.

SECTION VII GENERAL PROCEDURES EXECUTIVE BOARD

1. Balloting by mail/telephone/email

In the cases where it is necessary for the IASC Executive Director and/or the President of the board to have action on a matter, they shall be authorized to conduct either a telephone vote or a mail vote.

a. In the cases where a telephone or email vote is called for, one-half of the board should be contacted by the Executive Director and one-half by the President. Each must state the motion and receive a yea, nay, or abstention vote. Three-fifths majority is required for passage. The results of the voting with the motion stated must be communicated in writing to all IASC Board members in fourteen days or less by the IASC President. If email is used, members of the Executive Board who do not have access to email shall be contacted by telephone.

b. In the cases using a mail vote, the IASC President and Executive Director must jointly communicate with the Board members. The motion must be stated exactly with the discussion of pro and con summarized. A fourteen-day limit from the postmark date for

a written response is imposed. A three-fifths majority is required for passage. The result of the voting is to be communicated within 28 days of the original postmark.

- c. 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.

2. 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 IDOT rate. Meal expenses will be reimbursed at a rate of \$20.00 per day per board member.
- b. The officers of the IASC, when invited to the district functions, shall indicate to the district that the district should assume the IASC officer expenses. If the district cannot afford to pay the IASC officer expenses, the IASC Executive Board shall reimburse at the IDOT rate provided funds are available.
- c. 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 Treasurer.
- d. IASC Board members do not pay registration fees for the IASC Convention.

3. IASC Officer Expenses

- a. As an officer, the IASC will pay the (expenses) registration to the summer workshop.
- b. The IASC will pay for optional expenses such as postage, telephone, and office supplies.
- c. The President and Reporter Editor of the IASC shall attend the National Conference. The IASC Executive Board will pay for registration only.
- d. The President of the IASC will act as a liaison to the Student Advisory Committee to the Illinois State Board of Education. The IASC will pay the lodging expenses, and the SAC will pay the transportation expense.

4. National Conference

a. IASC officers are entitled to attend the NASC Conference; however, the IASC is not responsible for the expenses from officers other than the registration fee for the President and Reporter Editor.

5. IASC Officers Attendance at Summer Workshops

- a. Each student board member shall attend one of the summer workshops.
- 1) Student board members who have not previously attended a summer workshop will attend as a delegate.
 - 2) Student board members who have previously attended a summer workshop will attend as a student staff member.

6. IASC Representation

Individual board members may not speak for the IASC Board unless so authorized by the IASC Executive Board.

7. Visitors to Executive Board Meetings

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

8. The Executive Director

a. Qualifications

- 1) Five years experience as a student council advisor.
- 2) Attendance at three IASC Conventions.
- 3) Attendance at three district conventions.
- 4) Staff member at the IASC State Workshop.
- 5) Attendance at a National Conference.
- 6) Previous experience on the IASC Executive Board.

In the event that no one desiring the position of the IASC 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

1) At the end of the term of the IASC Executive Director or upon receipt and acceptance by the IASC Executive Board of a resignation, a committee composed of the Workshop Director, the Second Year Advisor-at-Large, the First Vice-President, and the Secretary shall receive and consider names of persons for nomination. After examination of the qualifications of these individuals, the committee shall submit the names of qualified individuals to the IASC Executive Board along with their recommendation.

2) Upon receipt of the committee's report, the IASC Executive Board shall select the 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.

3) 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 September Executive Board meeting.

c. Honorarium

1) To be established by the IASC Executive Board. Starting in 1988-89, the honorarium is \$2,000.

d. Term of office

1) The IASC Executive Director's term of office shall be for three years, and may be eligible for reappointment.

e. The IASC Executive Director is a non-voting member of the IASC Executive Board.

9. IASC Workshop Director

a. Qualifications

- 1) Five years' experience as a student council advisor.
- 2) Attendance at an IASC State Convention.
- 3) Attendance at a district convention.
- 4) Staff member at a workshop one summer and one weekend workshop.
- 5) Previous experience on the IASC Executive Board.

In the event no one desiring the position of IASC Workshop Director possesses the above qualifications the position will be eligible for nominations.

b. Selection Procedure

1) At the end of the term of the IASC Workshop Director and upon receipt and acceptance by the IASC Executive Board of a resignation, a committee composed of IASC Executive Director, the First Year Advisor-at-Large, the Second Vice-President, and the IASC Treasurer shall receive and consider names of persons for nomination. After examination of the qualifications of these individuals, the committee shall submit the names of the qualified individuals to the IASC Executive Board along with their recommendations.

2) Upon receipt of the committee's report, the IASC Executive Board shall select the IASC Workshop 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.

3) 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 September Executive Board meeting.

c. Honorarium

1) The IASC Workshop Director shall receive an Honorarium on a yearly basis, as established by the IASC Executive Board. Beginning with the 1986-87 school year, the Workshop Director's annual honorarium will be based on a minimum of three weekend workshops per year. The scale will be \$1,750 for 1986-87 and \$2,000 beginning 1987-88. Beginning in 1987-88, if more than three weekend workshops are held in one school year,

the Workshop Director's honorarium will be increased by \$100 per additional workshop session.

2) The IASC Workshop Director's honorarium for summer workshops shall be \$500.00 per session budgeted out of workshop fees.

3) The Workshop Consultant's honorarium (if Consultant is used) for summer workshop shall be \$500.00 per session, budgeted out of workshop fees. Workshop Consultant's Honorarium for weekend workshops (if Consultant is used) shall be \$200.00 per session, budgeted out of workshop fees.

d. Term of office

The IASC Workshop Director serves for a three-year term and may be eligible for reappointment.

10. Workshop Late Fee

a. Registration dates shall be set by the IASC Workshop Director with IASC Executive Board approval.

b. All late registrations must be accompanied by a late registration fee not to exceed the amount of the member's account. The late fee shall be charged for each late student.

c. The late registration fee shall be \$10.00 per person for weekend workshops and \$15.00 per person for summer workshop.

11. District President

a. The IASC Executive Board shall invite the President of each district or the district liaison to the IASC Executive Board meeting closest to that President's district. The attendance at this meeting shall be at the district's expense.

12. District-State Liaison

a. The District-State Liaison shall be the communication link between the IASC Executive Board and the various districts.

b. Duties of the District-State Liaison

1) To facilitate communication between the IASC Executive Board and the District Executive Boards.

2) To meet at various times with the IASC Executive Board to discuss district problems and improvements.

3) To present the views and information of the IASC Executive Board to the districts.

4) To present the views and information of the districts to the IASC Executive Board.

5) To file a monthly report to the IASC Executive Board.

6) To meet at the IASC State Convention and share information with the other state liaisons.

c. Financing of the District-State Liaison

1) Liaisons shall have honor delegate status at all IASC functions.

13. Financial Reports

a) At every IASC Executive Board meeting, the IASC Treasurer shall receive a financial statement from the Reporter Editor regarding the financial status of the Reporter.

b) At the IASC Executive Board meeting at the IASC State Convention, the Treasurer shall receive a financial statement from the Workshop Director regarding the financial status of the IASC and IASC Workshop accounts.

c) At the September IASC Executive Board meeting, the IASC Treasurer shall receive a financial statement from the IASC Executive Director regarding the financial statement of the immediate past NASC Conference.

d) The IASC Workshop and NASC Conference accounts shall be audited every year, prior to the time of the IASC State Convention.

14. 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.

SECTION VIII 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 Chairperson of the Board, 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
Resolutions Committee	Treasurer's Advisor
Credentials Committee	Second Year and First Year Advisors-at-Large
Discussion Leaders/Recorders	First Vice-President
Honor Council Committee	Secretary
Advisors' Meeting (at Convention)	Chairperson of the Board
Hall of Ideas Project Chairperson	Second Vice-President

**Advisors' Roundtable Workshop
(at Convention)**

**Second Year and First Year
Advisors-at-Large**

District Advisors' Meeting

**Executive Director/
Workshop Director**

3. Standing Committees

Every effort is made to have each district represented on all standing committees.

The standing committees include:

Constitution

Credentials

Resolutions

Honor Council

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, Recorders, Project School Chairpersons, Service Project Chairpersons, Hall of Ideas, District Display Chairpersons, Honor Council School Chairpersons and members of the Constitution, Resolutions, Credentials, and Honor Council Committees.

b) Current district officers may attend the IASC State Convention as Honor Delegates.

c) Definition of IASC Project School

An honor delegate from a selected project school will gather information on a specific approved topic by distributing a survey sent to other IASC member schools to a number determined by the Executive Board. The survey results will be compiled and the results published in a booklet and distributed to schools attending the IASC State Convention. The 2nd Vice-President will assign topics to the project school chairperson.

d) 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 needs.

e) 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.

f) 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. This number excludes

students who have been selected by the IASC Executive Board for Honor Delegate positions.

6. Attendance Privileges

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

7. Convention Late Fee

The IASC Convention Secretary and Advisor shall establish a deadline for IASC State Convention registration and a late fee assessment with approval of the IASC Executive Board. Schools who register after the deadline will be required to pay this late fee before they can attend the IASC State Convention.

8. Dues

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

9. 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).

10. Election of IASC First Year Advisor-at-Large

a) 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. The only qualification or prerequisite is that the nominees must have had experience in Student Council. This person serves a two-year term and during the first year of the two-year term is a non-voting member of the Executive Board.

b) The IASC Executive Director shall send an application for nominations to be returned. Nominations from the floor will be accepted.

c) 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.

11) Officer Candidates

a) All campaigning for IASC offices shall be limited to \$50.00 per candidate. This sum must include the market price for all donations.

b) The nomination of a candidate for office in the IASC shall be by submitting the properly completed application to the Second Year Advisor-at-Large or by nomination from the floor at the IASC State Convention.

c) All nominations must have required signatures: principal, advisor, parent, and the candidate.

12) Officer Election Committee

a) The Credentials Committee provides the operation for election of candidates.

1. 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) fully recommended, 2) recommended with reservations, 3) not recommended, or 4) disqualified.

2. 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:

1. The Committee will meet prior to the IASC Convention (usually at the Honor Delegate Workshop) as directed by the Advisors-at-Large. The Committee will have a better knowledge of the candidates and they can hold better interviews.

2. The Credentials Committee must have adequate time, a minimum of 15 minutes, to meet with each candidate before the speeches.

3. The Credentials Committee must have a record of the candidate's qualifications, which will be available to the delegation at the IASC State Convention.

4. The Credentials Committee shall re-interview candidates and their advisors who choose to change their candidacy.

5. Candidates must be accompanied by their advisors during the interviews in order to be eligible for the Committee's recommendation.

6. True value of campaign material shall be actual cost; nothing may be donated and listed as "FREE".

7. 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: 1) distribution or posting of any material announcing or outlining a person's intention to run for office prior to official announcement, 2) 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 in 1 and/or 2 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 Constitution.

8. Candidates may have one large poster not to exceed 32x32 inches. This poster is to be placed on an easel provided by the candidate's school. The easel is not included in campaign expenses.

9. Candidates' handouts cannot exceed 8 1/2x11 inches.

10. The candidates must leave all valid campaign materials, including the large poster, with the Credentials Committee before campaigning begins.

11. Excluding the large poster, the candidate must leave one copy of all valid campaign materials with the Credentials Committee before campaigning begins.

13. The Nominating Procedure

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 application shall contain:

a) An officer application form.

- b) A form for the true value of campaign expenses.
- c) A current IASC handbook.
- d) Campaign regulations including information stating that each candidate may have one large poster that cannot exceed 32x32 inches, handouts that cannot be larger than 8 ½ x 11 inches, that the large poster is to be placed on an easel provided by the candidate and not included as campaign expenses.
- e) A list of general and specific duties of office.
- f) A statement of expectations of the state board member, the advisor, and the school district, which requires the signature of the principal, the advisor, the candidate, and the parent of the candidate.
- g) An outline of topics from which questions will be taken during the Credentials Committee candidate's interview.
- h) An explanation of the Credentials Committee procedures, including a statement of the Committee's philosophy (which is to question the candidate and advisor).
- i) A listing of the expected commitments, including board meetings for the year the student/advisor will serve in office.
- j) **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:**
 - 1) A candidate's school having unregistered people at the IASC State Convention either during or after official sessions.
 - 2) Misrepresentation of true campaign expenses (i.e. food and drink items must be listed at the price that would be charged by the hotel). This would also include clothing (i.e. hats, t-shirts, etc) worn during the time of campaigning. Such clothing cannot be worn until after the time the official officer the Credentials Committee has announced candidates.
 - 3) Use of any printed material used at the IASC State Convention, which includes the candidate's name, which has not been approved by the Credentials Committee.

SAMPLE CREDENTIAL COMMITTEE FORMS AND QUESTIONS

I have read, discussed, and understand the duties and responsibilities of a candidate for the Executive Board of the Illinois Association of Student Councils.

STUDENT APPLICANT

OFFICE APPLIED FOR

ADVISOR SIGNATURE

PARENT SIGNATURE

PRINCIPAL SIGNATURE

NAME OF SCHOOL

SCHOOL ADDRESS (CITY, ZIP) SCHOOL PHONE

SCHOOL FAX#

**STUDENT EMAIL ADDRESS
(OPTIONAL)**

PLEASE COMPLETE THE FOLLOWING SO AN ACKNOWLEDGEMENT OF RECEIPT MAY BE FORWARDED FROM THE CREDENTIALS COMMITTEE

STUDENT NAME

HOME PHONE NUMBER

HOME ADDRESS

CITY, ZIP

TOPICS FROM WHICH QUESTIONS WILL BE TAKEN DURING THE CREDENTIALS COMMITTEE INTERVIEW:

I. Knowledge of IASC

A. Purpose

B. Structure

1. Board Meetings; frequency; length

2. Various deadlines as applicable to candidate's office

3. Expenses

C.IASC sponsored activities; attendance and/or knowledge of

- 1.Number of districts
- 2.Connection with IASC

II.Knowledge of potential responsibilities

- A.Knowledge of General Board Policies
- B.Knowledge of particular office
- C.Knowledge of potential time involved as an IASC officer

The above outlined areas represent those from which questions for candidate interviews must be taken.

Suggested Credentials Committee questions to be used in candidate interviews:

- 1.Will you graduate from high school or be removed from attendance rosters before the next IASC State Convention?
- 2.Briefly describe general and specific duties of your office and list what you feel are the most important aspects.
- 3.Do you have a part-time job? Will you be able to be released from your obligations during weekends to attend IASC Executive Board meetings and IASC activities?
- 4.Do you feel you have the necessary resources (such as telephones, office machinery, paper supplies) to successfully carry out the duties of your office?
- 5.Do you have any past experience in holding a similar office in other organizations? If so, what? What past experience have you had that would prove beneficial in this position?
- 6.Do you feel your family and/or school will be able to sufficiently provide minimal financial and moral support as needed through the course of the year? Will you have transportation to IASC activities? Will your advisor be able to accompany you to IASC Executive Board meetings?
- 7.Are you willing to let your office be your first priority in extracurricular activities? Can you maintain your grades and fulfill your office's obligations?
- 8.What is your main reason for running for this office?
- 9.What are your goals for this office?
- 10.What do you think should be the board's main objective during your term in office?
- 11.What IASC activities have you attended? Have you participated in or do you have knowledge of the workings of the workshops and conventions?
- 12.What role do the districts play in your office?

SAMPLE QUESTIONS FOR THE ADVISOR TO THE CANDIDATE:

- 1.Are you willing to make the time necessary (5 to 7 weekends) to support your student's participation as an IASC officer?
- 2.Is it possible for your school or council to cover the expenses of your position until those expenses can be reimbursed by the IASC?

14. Resolutions Committee

- a) Resolutions may be submitted to the IASC State Convention only through the Resolutions committee. No resolutions may be offered from the convention floor.
- b) The Resolutions Committee shall consider resolutions from member schools, and it may formulate resolutions it feels are necessary.

c) Resolutions from member schools must be submitted in writing to the President prior to February 1.

d) Resolutions submitted from member schools must be signed by the student council president, student council advisor, and the principal of the submitting school.

e) The Resolutions Committee shall determine which resolutions are controversial in nature and send them to the Conference on Student Views. With few exceptions, resolutions pertaining solely to the internal affairs of the IASC will be deemed non-controversial.

f) The non-controversial resolutions will then be given a label for “recommended for acceptance” or “not recommended for acceptance” for the convention.

g) Only those resolutions, which meet the above requirements, shall be considered during the general session at the convention. All others shall be referred to the Conference on Student Views.

h) If a sufficient number are presented, the Committee will present a report from the Resolutions Committee to the IASC Executive Board meeting at the convention. The resolutions must be approved by 2/3 of the IASC Executive Board members.

i) The Chairperson of the Resolutions Committee shall be responsible for sending out resolutions in time to meet the deadline as designated in time to meet the deadline as designated by the IASC Constitution.

j) The Chairperson of the Resolutions Committee is responsible for filing a report with the Advisors-at-Large including minutes of the Resolutions Committee meeting held at the IASC State Convention.

15. 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) The Constitution Committee shall consider amendments from member schools, and it may formulate any amendments it may feel necessary.

c) Amendments from member schools must be submitted in writing, to the President, no later than February 1.

d) Amendments submitted from member schools must be signed by the student council president, student council advisor, and the principal of the submitting school.

e) The President’s Advisor shall be responsible for sending out amendments at least thirty days prior to the convention.

f) The Chairperson of the Constitution Committee is responsible for filing a report with the Advisors-at-Large including minutes of the Constitution Committee meeting held at the IASC State Convention.

16. 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 review Honor Council books that have been properly submitted by member schools.

c) A committee of three adult advisors will be selected by the IASC Secretary with approval of the IASC Executive Board to review all findings of the student committee.

d) The Chairperson of the Honor Council Committee is responsible for filing a report with the Advisors-at-Large including minutes of the Honor Council Committee meeting held at the IASC State Convention.

17. State Project Guidelines

a) Any student or school interested in seeking IASC sponsorship of its State Project must notify the newly elected IASC President before the September Board meeting and must present its idea to the IASC Executive Board at the September meeting.

b) IASC sponsorship of a State Project must be reviewed and renewed each year at the September Board meeting.

c) At the September meeting, the IASC Executive Board will decide by vote whether or not to be a sponsor of the presented State Project.

d) A State Project Chairperson may not serve on the IASC Executive Board concurrently.

e) As a project sponsored by the IASC, the State Chairperson is responsible for presenting an update on the project to the Executive Board at each meeting. The Chairperson need not be present.

f) Each State project is responsible for its own financial support. A Chairperson may submit a proposal to the Executive Board seeking funds, which will be voted on by the Executive Board.

g) The State Project Chairperson will be an Honor Delegate at the IASC State Convention. Only their school name may appear on any handouts at the IASC State Convention.

h) The State Project Chairperson must send information on the project to each IHSA school at the beginning of the school year, explaining the purpose of the project and how to be involved.

i) It is suggested that the State Project Chairperson shall recognize those schools that participated in the project during the IASC State Convention.

j) Each project may request a booth at the IASC State Convention, following the same deadlines and guidelines for the Hall of Ideas as set by the Second Vice-President.

k) State Project probation:

- i. If the State Project Chairperson does not submit an updated report to the IASC or has not completed a statewide mailing by the December Board meeting, the State Project and Chairperson will be placed on probation.**
- ii. The IASC will place any State Project Chairperson who is on probation on the February Board meeting's agenda for review.**
- iii. The IASC Executive Board will send a letter to the State Project Chairperson, requesting an update is sent immediately.**
- iv. To be removed from probation, the State Project Chairperson must submit a report at the IASC February Board meeting, including proof of a statewide mailing. The IASC Executive Board will vote whether or not to remove the designation of probation.**
- v. If the Service Project Chairperson does not submit an updated report to the IASC or complete a statewide**

mailing by the February Board meeting, the IASC's sponsorship of the State Project will be repealed and the State Project Chairperson's position as an Honor Delegate to the IASC State Convention will be terminated.

SECTION IX DISTRICT POLICIES

1. District Existence

a. A district becomes non-existent when:

- 1) It fails to hold an annual convention in a school year.
- 2) When it fails to designate or elect constitutionally designated officers at its convention.
- 3) When its treasury is held in escrow by the state.
 - a. The money will then be returned to the district when it re-forms.
 - b. These districts must request their share of the money.

b. How to split a district

- 1) Boundaries must be set and should be along county lines, and member schools within the new district must be contiguous.
- 2) All schools within the set boundaries must be surveyed collectively about their interest in a new district.
- 3) Seventy-five percent of the schools responding to the survey must support the formation of the new district.
- 4) This survey must be signed by the president and the advisor by each school responding.

c. How to become a recognized district

- 1) The district must request recognition from the IASC Executive Board at a regular IASC Executive Board meeting. Representatives must be present to answer questions.
- 2) Any district requesting recognition must:
 - a. 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.
 - b. 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).
 - c. The district must be able to present a description of the district's boundaries. This includes a list of the schools in this boundary.
 - d. The district must be able to present the IASC Executive Board with a list of its officers and advisors.
 - e. 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. Each school must be a member of a recognized district association in order to be eligible for IASC membership.

b. Where no recognized districts exist, schools outside normal boundaries are eligible for membership.

c. A school, if it meets the following criteria, may change the membership to a different district.

- 1) The school must be contiguous with the district that it wishes to join.
- 2) The school must have written permission from the executive board of the district it wishes to leave.
- 3) The school must have written permission from the executive board of the district it wishes to join.
- 4) The school must present evidence of the above to the IASC Executive Board. The school's transfer of membership becomes official only after its approval by the IASC Executive Board.

3. Sub districts and Area Councils

The organization of county or athletic conference sub districts and area councils is encouraged as this brings schools with similar problems into closer contact with each other.

Information, including constitutions and other materials should be sent to the IASC Executive Director.

4. Membership to IASC

a. Membership in the Illinois Association of Student Councils is determined by a school's membership in the Illinois High School Association.

b. If a school has submitted an application for membership and the district has not been substantiated, the IASC Treasurer shall contact the district involved asking for confirmation of district membership. If a response to this is not received within 15 days, the IASC shall accept the membership of the school.

Illinois Association of Student Councils Safe Environment Policy

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:

- **Any group or individual activities designed to promote or facilitate inappropriate or sexually suggestive touching of another person or oneself**
- **Grabbing, groping, offensive kissing, or fondling**
- **Suggestive whistling, leering, staring, stalking, or hazing**
- **Foul or obscene language**
- **Lewd, off-color, or otherwise inappropriate or sexually oriented comments and/or jokes**
- **Harassment or discrimination expressed through slurs, jokes, teasing, pranks, innuendo, stereotyping or otherwise**
- **Discussions or questions about one's sex life or experiences**
- **Suggestive or sexually explicit pictures**
- **Unwanted or offensive letters, notes, voicemail messages, or email messages**
- **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**
- **Sexual favors in return for rewards, or threats if sexual favors are not provided**
- **Sexual assault or rape**

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.