

# TASC Structure and Guidelines

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## **TASC ACTIVITIES AND MATERIALS**

### **State Activities**

- Annual Conference (high school)
- Annual Conference (middle level)
- Four High School Summer Leadership Workshops (four nights)
- Two Middle School Summer Leadership Workshops (four-night & open to NJHS)
- One Virtual Summer Leadership Workshop (open to ML/HS/NHS/NJHS)
- Advisors' Workshop (open to NHS/NJHS)
- Two Advanced Leadership Workshops
- Annual State Strategic Steering Committee Retreat
- Directors and Consultants Training/Update
- Three Regularly Scheduled TASC Board Meetings
- Student Leadership Course Curriculum Academy (yearly as needed)

### **Recognition Programs**

- Outstanding Student Council Recognition Program
- Sweepstakes Recognition Program
- Top Ten Project Recognition Program
- Top Ten Video Recognition Program
- Eddie G. Bull Advisor of the Year Recognition
- Service/Retirement Recognition
- Texas Star Award
- Pat Kirschner Award Program
- Student Scholarships
- Student Junior Counselor Positions
- Warren E. Shull Advisor of the Year Nomination
- Earl Reum/Workshop Director of the Year Nomination
- TASSP Council Scholarships (high school)
- TASC Council Scholarship (middle level)
- EGB Summer Leadership Workshop Scholarships (as funded)

### **National Activities**

- Sponsor TASC State Officer Delegation to out-of-state conference
- Participates in the RSVP Program
- Cooperates with the Commissioner of Education in selecting Senate Youth representative
- Sends ten Workshop Directors and/or Consultants to NCSA
- State Director participates in NASSCED
- Participation in the Southern Association of Student Councils
- Participation in the Vision Conference

### **Publications**

- Advisor Resources (annually on the website)
- E-Newsletters Monthly during School Year

- Summer Workshop Manual/Planner
- Board of Directors Orientation Handbook
- Campaign Rules and Regulations
- Three + mailers per year
- Student Leadership Course Curriculum (sponsored by TASSP)
- Student Leadership Course Curriculum Supplement
- Website
- Yearly Planner
- State Strategic Steering Committee Manual (electronic)

## ASSOCIATION LEADERSHIP

TASC is governed by a Board of Directors and managed by a full-time staff in Austin, Texas.

The State Board of Directors is the policy-making body of the organization. The Board of Directors consists of: elected officer schools (advisor and student); the advisor of the immediate past president school; the advisor and student representative of the high school conference coordinator school; three elected high school advisors; two elected middle-level school advisors; and three members of the Texas Association of Secondary School Principals, the director of the Texas Association of Student Councils, and the Executive Director of the Texas Association of Secondary School Principals.

### **ELECTION TO THE TASC BOARD OF DIRECTORS**

- Elections for the TASC Board of Directors are held at the Middle-Level Annual Conference and at the High School Annual Conference. Positions are filled as terms expire or members move off the board for other reasons. Elected members to the Board serve three-year terms.
- To file for an open TASC Board of Directors position, individuals must submit an application, a letter of intent, and a student council vita which should reflect local, district, state, and national participation in student council to the Director of the Texas Association of Student Councils. Additional volunteer and professional information may be included as well. TASC will post deadlines for filing.
- Should a position become open at a time other than the expiration of a term, the TASC Board may fill that position.
- Board members will attend three formal board meetings: in July, in conjunction with the Middle-Level Annual Conference, and in conjunction with the High School Annual Conference. Additional meetings may be called. Members may be asked to volunteer at TASC events, to prepare materials for consideration by the Board, to serve on Board committees, and to fulfill other duties.
- Members are required to attend all Board of Directors Meetings and to attend and participate in state functions such as Advisors Workshop, Annual Conferences, Summer Workshops, and the State Steering Committee Meeting.
- Transportation, meals, and lodging for called Board meetings will be paid by TASC if the Board member would not already be traveling to the meeting with students. If the Board member is attending the meeting with students in a capacity related to his/her duties as an advisor, then transportation, food, and lodging will not be paid.
- Deadlines to file are listed on the Event Planner on the TASC website.
- Board meetings are listed on the Event Planner on the TASC website.

## TASC BOARD OF DIRECTORS

PRESIDENT: Student: Leah Skinner | Advisor: [LaKiella Rose](#)  
Northwest High School  
2301 Texan Dr.  
Justin, TX 76052  
817-215-0441

VICE-PRESIDENT: Student: Franky Molina | Advisor: [Sylvia McMinn](#)  
Bel Air High School  
731 N. Yarbrough,  
El Paso, TX 79915  
915-434-2000

SECRETARY: Student: Isabella Elizondo | Advisor: [Rebeca Garcia](#)  
Roma High School  
2021 US-83,  
Roma, TX 78584  
956-849-1333

PARLIAMENTARIAN: Student: Ridley Zeske | Advisor: [Jessica Zeske](#)  
V.R. Eaton High School  
1350 Eagle Blvd,  
Fort Worth, TX 76052  
817-698-7300

CONFERENCE COORDINATORS: Student: Lauren Tungcab | Advisor: [Tim Watson](#)  
Rockwall High School  
900 W. Yellow Jacket Ln,  
Rockwall, TX 75087  
972-771-7339

PAST PRESIDENT ADVISOR: [Antoinette Hernandez](#)  
Incarnate Word Academy  
609 Crawford Street,  
Houston, TX 77002  
713-227-3637

*TASC Board Orientation Handbook 2025-2026*

**ELECTED ADVISORS:**

[Rita Clawson](#) (2026)

Ore City High School  
100 Rebel Rd.,  
Ore City, TX 75683  
903-968-3300

[James Brown](#) (2027)

Pebble Hills High School  
14400 Pebble Hills Blvd,  
El Paso, TX 79938  
915-937-9400

[Jonathan Colburn](#) (2028)

Georgetown High School  
7610 Blue Jay Ct  
Georgetown, TX 78628  
512-943-5100

[Angela Steagall](#) (2025)

Tuloso-Midway Middle School  
9768 La Branch Dr,  
Corpus Christi, TX 78410  
361-903-6600

[Jasmine Johnson](#) (2027)

Marshall Junior High School  
2710 E Travis St,  
Marshall, TX 75672  
903-927-8830

**TASSP MEMBERS:**

[Carlin Grammer](#), President

La Porte High School  
301 E Fairmont Pkwy,  
La Porte, TX 77571  
281-604-7500

[Justin Crittenden](#) – President Elect

Valley View High School  
600 Jackson Rd,  
Hidalgo, TX 78557  
956-340-1500

[Dr. David Warren](#), Past President

Farmersville High School  
499 Hwy 78N,  
Farmersville, TX 75442  
(972) 782-7757

**TASC DIRECTOR**

[Patty Wangler](#)

1833 South IH 35, Austin, TX 78741  
512-443-2100 ext. 8517

**TASSP/TASC EXECUTIVE DIRECTOR**

[Dr. Billy Pringle](#)

1833 South IH 35, Austin, TX 78741  
512-443-2100 ext. 8505

*TASC Board Orientation Handbook*

**2025-2026 TASC STATE OFFICER DATES / DUTIES**

## *TASC Board Orientation Handbook*

### **DUTIES OF PRESIDENT STUDENT AND SCHOOL**

In conjunction with the advisor, the President **student** shall:

1. Preside at meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. (Board meetings are held in July or August, at the Middle Level Annual Conference, and at the High School Annual Conference.)
2. Be available, subject to approval of your principal, to accept invitations from District organizations to speak at Fall and Spring District Conferences. TASC pays 1/2 of the expenses, the inviting district the other half. Two presentations should be developed: first, a short 5-minute "greeting" and second, a 15–20-minute major address. To be included in these is information about TASC. A copy of these speeches must be filed with the State Office by September 1.
3. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses.
4. Attend a TASC Summer Leadership Workshop.
5. Serve as junior counselor at an Advanced Leadership Workshop (optional).
6. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student president. Meals are covered at the convention.
7. Serve as emcee during general sessions of the Middle Level Conference and present (with other state officers).
8. Serve at the TASC Annual Conference in the following capacities.
9. Preside at all General Sessions of the Annual Conference.
10. Preside over (if necessary) Annual Conference Committees and communicate with chairperson of each regarding duties and procedures.
11. Write and give a keynote address at the Opening General Session of the Annual Conference. Speech should be no more than three pages double spaced and must be submitted to the state office six weeks before the conference.
12. Attend the TASSP Conference in June and address the principals.
13. Spearhead development of state project.
14. Spearhead state membership campaign in conjunction with an elected board member.
15. Perform other duties as required.

Under the direction of the advisor, the President **school** shall:

1. Organize and facilitate "Table Talk Session" room at the Annual Conference.
2. Conduct training for Table Talk presenters at the Annual Conference.
3. Assist in ballot distribution if needed.
4. Make copies of run-off ballots if needed at the Annual Conference if needed.
5. Organize ushers for general sessions at the Annual Conference in conjunction with elected advisors.
6. Organize the TASC Welcome Booth at the Annual Conference.
7. Maintain a notebook outlining activities for the year to be given to the next year's president school.
8. Provide a presentation at the Advisors Conference, the Middle Level Annual Conference, and the High School Annual Conference.
9. Ensure select state project report forms information/updates are provided at Advisors Conference, Middle Level Annual Conference, and High School Annual Conference.
10. Chair a state membership campaign.
11. Perform other duties as required.

## DUTIES OF VICE PRESIDENT STUDENT & SCHOOL

In conjunction with the advisor, the Vice President **student** shall:

1. Attend the meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. Board meetings are held in July, at the Middle Level Annual Conference, and at the High School Annual Conference.
2. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses
3. Attend a TASC Summer Leadership Workshop.
4. Serve as junior counselor at an Advanced Leadership Workshop (optional).
5. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student vice-president. Meals are covered at the Conference.
6. Serve as emcee during general sessions at the TASC High School and Middle Level Conference. Present at ML Conference.
7. Execute the duties of the president in case of the latter's absence.
8. Attend a Summer Leadership Workshop, Middle Level Annual Conference, and High School Annual Conference.
9. Perform other duties as required.

Under the direction of the advisor, the Vice President **school** shall:

1. Serve as Chairman of Credentials Committee (advisor and one student from four schools) formed by October 1.
2. Recruit schools to serve on committee (State office will send you information about this process). Members of the committee shall be an advisor and student from various schools across the state. Committee members may not serve on an Annual Conference Committee two years in a row. Members of the Credentials Committee may not run for office; in addition, they may not nominate or second the nomination for any candidate. Members should be from diverse regions of the state.
3. Supervise set up of candidate booths.
4. Check campaign materials for accordance with campaign rules. (advisor and one student)
5. Sit in on skit rehearsal and monitor campaign skits. (advisor and one student)
6. Escort schools backstage during skit rehearsals and during the political rally. (all students)
7. Set up Table Talk room with Parliamentarian School at Annual Conference.
8. Post run-off rules, **regulations, and candidates** on Convention Center doors as well as distribute information regarding run-offs via other available means.
9. See that all signs, etc. are taken down and deposited in trashcans following the political rally. (all students)
10. Monitor campaign activities, be the contact for those campaigning for office, maintain a list of candidate schools, and advise those campaigning as to their skits, expenditures, and campaign activities.
11. Maintain a record regarding activities for the year to be given to next year's vice-president school.
12. Provide a presentation at the Advisors Conference, the Middle-Level Annual Conference, and the High School Annual Conference.
13. Ensure select state project update/information is provided at Advisors Workshop, Middle-Level Annual Conference, and High School Annual Conference.
14. Review and update campaign rules as needed with approval of the board.
15. Perform other duties as required.

Holding the office of Vice-President means all information received regarding campaigns is confidential (shared only with TASC Director).

## DUTIES OF SECRETARY STUDENT & SCHOOL

In conjunction with the advisor, the Secretary **student** shall:

1. Attend meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. Secretary student is responsible for taking minutes during each meeting and should submit minutes to TASC within one week after meeting. Board meetings are held in July/August, at the Middle Level Annual Conference, and at the High School Annual Conference.
2. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses.
3. Attend a Summer Leadership Workshop.
4. Serve as junior counselor at an Advanced Leadership Workshop (optional).
5. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student secretary. Meals are covered at the conference.
6. Serve as an emcee at the Annual Conference.
7. Serve as the social media chair (i.e. Twitter, Facebook, videos, etc.).
8. Perform other duties as required.

Under the direction of the advisor, the Secretary **school** shall:

1. Serve as Chairman of the Tabulating Committee (advisor and one student from four schools) formed by October 1.
2. Recruit schools to serve on Balloting Verification Committee by October 1. Members of the committee shall be an advisor and a student from various schools across the state. Committee members may not serve on an Annual Conference Committee two years in a row. Members of the Tabulating Committee may not run for office; in addition, they may not nominate or second the nomination for any candidate. Members should be from diverse regions of the state.
3. Recruit schools to serve on the Top Video Selection Committee by October 1. Members should be from diverse regions of the state.
4. Provide a written report to the TASC Director giving the results of the election immediately following tallying of votes.
5. Manage balloting at the Annual Conference.
6. Maintain a record regarding all activities performed to be given to the next year's secretary school.
7. Emcee and present at the Middle Level Conference and Emcee at the High School Conference.
8. Provide a presentation at the Advisors Workshop, the Middle Level Annual Conference, and the High School Annual Conference.
9. Ensure Top Video report form information/updates is provided at Advisors, Middle Level Annual Conference, and High School Annual Conference.
10. Review and update criteria for Top Videos with the approval of the Board as needed.
11. Select the Top Videos according to published criteria. Entries will be sent to you by TASC and final results should be sent to TASC.
12. Perform other duties as required.

## DUTIES OF PARLIAMENTARIAN STUDENT & SCHOOL

In conjunction with the advisor, the Parliamentarian **student** shall:

1. Attend meetings of the TASC Board of Directors. Student should be well versed in parliamentary procedure and skilled in public speaking. Board meetings are held in July/August at the Middle Level Annual Conference, and at the High School Annual Conference.
2. Attend TASC State Steering Committee Retreat (held in June or July). TASC will cover expenses.
3. Attend a TASC Summer Leadership Workshop.
4. Serve as junior counselor at an Advanced Leadership Workshop (optional).
5. Represent TASC at the National Conference in June. TASC covers registration, pre-trip, and hotel of student parliamentarian. Meals are covered at the conference.
6. Serve as an emcee and present at the Middle Level Conference and emcee at the High School Annual Conference.
7. Act as final authority on questions of parliamentary procedure.
8. Ensure TASC constitution is reviewed annually.
9. Perform other duties as required.

Under the direction of the advisor, the Parliamentarian **school** shall:

1. Serve as timekeeper at the following annual conference events:
  - a. Skit rehearsal
  - b. Political rally
  - c. Practice of two minutes candidate speeches
  - d. Delivery of two minutes candidate speeches
  - e. Meet the Candidates Session
2. Serve as Chairman of Meet the Candidates Session Committee (advisor and one student for each office) formed by October 1.
3. Recruit schools to serve on Meet the Candidates Committee. Members of the committee shall be an advisor and a student from various schools across the state. Committee members may not serve on an Annual Conference Committee two years in a row. Members of the Meet the Candidates Session Committee may not run for office; in addition, they may not nominate or second the nomination for any candidate.
4. Select the Top Ten/Five Projects according to published criteria. Entries will be sent to you by TASC, and final results should be sent to TASC.
5. Review criteria for selection of Top Projects annually and updated as needed with Board approval.
6. Provide a presentation at the Advisors Conference, the Middle Level Annual Conference, and the High School Annual Conference.
7. Set up Table Talk room at Annual Conference with Vice-president school.
8. Maintain a record outlining all activities to be given to the next parliamentarian school.
9. Ensure select state report form updates/information is presented at Advisors Workshop, Middle Level State Conference, and High School Annual Conference.
10. Perform other duties as required.

## DUTIES OF PAST PRESIDENT SCHOOL ADVISOR

1. The advisor of the Past President School shall attend TASC Board Meetings and act as a mentor and resource for current officer schools.
2. The advisor of the Past President School shall provide a presentation for the Advisors Workshop, ML Conference, and the HS Annual Conference.
3. The advisor of the Past President School shall recruit members for and serve as chairman of the Scholarship Committee to include the TASC Student Scholarships and the TASSP Scholarships.
4. The advisor of the Past President School shall attend the annual *State Steering Committee Retreat* and assist in planning of the retreat.
5. The advisor of the Past President School shall conduct the JC meeting regarding songs at the annual conference.
6. The advisor of the Past President School shall assist the President School with the state membership campaign.
7. The advisor of the Past President School shall work with the TASC Director in development and review of TASC Strategic Plan.
8. The advisor of the Past President School shall maintain a record outlining all activities and pass that on to next year's past president advisor.
9. The advisor of the Past President School shall perform other duties as required.

## **TASC HIGH SCHOOL ANNUAL CONFERENCE: CONFERENCE COORDINATOR SCHOOL**

### **EXPECTATIONS AND DUTIES**

The main responsibility of the Conference Coordinator School (CCS) for the TASC Annual Conference is to showcase its entire school and student council while carrying out a chosen theme throughout the conference. The conference theme (which may also be the state theme) will be decided by the TASC Board of Directors, and then the CCS will collaborate with a TASC funded professional production company (PC) and TASC to create the most effective way to communicate the theme throughout the Conference.

One student and the council advisor serve as members of the TASC Board of Directors, which meets three times each year in July/August, November, and at the Annual Conference. Expenses for one advisor and one student are paid for the Board Meetings. The CCS student representative should be able to be an assist as an emcee at the Annual Conference and possibly the ML Conference. The student and the council advisor should also attend the TASC leadership retreat in June with housing paid for by TASC. TASC will pay for registration to an out of state conference for the CCS student. Travel and meals to and from the conference are the responsibility of the student or school.

### **CONFERENCE SESSION PRODUCTION**

- TASC funds all basic elements for the general sessions (stage, lights, sound). However, theme specific stage design/set/rigging is not included in the basic contract. The CCS may provide/design its own stage elements or work with and rent elements from PC or other sources. Theme specific stage set & design is an additional CCS expense. TASC will pay only for the amount of the original contract with the production company. The CCS is responsible for the cost of a Fire Marshall if one is required.
- The CCS should arrange for meeting between PC and key players at school. This is to be hosted at the school, and it is the responsibility of the CCS to provide lodging for the show producer for this meeting. Ideally this would occur in August, to allow adequate time for implementation of ideas. The first visit of the PC, regardless of date, is the responsibility of the CCS.
- CCS will meet all agreed upon deadlines between the CCS and PC. This includes video and song submission, as well as other information necessary for PC to create the script and look and feel of the show.
- CCS will work with PC to plan and implement a conference opening. This opening is not to exceed 10 minutes. The opening should showcase talent from the CCS, while expressing the message of the conference theme. The PC will be heavily involved in helping to ensure the CCS vision is communicated most effectively for the audience size and make-up. The TASC director should be kept apprised and be able to approve, along with the PC, videos, content of production numbers, etc.
- CCS will provide delivery of welcome, pledges to flags, invocation and national anthem during the Opening Session.
- The CCS (entire team) should be at conference site to begin load in and rehearsal the morning (8 a.m.) of the day before the conference start date. (Coordinate this with PC and TASC Director.)
- CCS will provide an 8-10 person stage crew for the PC for the duration of the conference. Details are to be established with PC.
- CCS will provide additional entertainment for general sessions as well as a closing number. Time limits and entertainment will be approved by PC.
- The TASC director in conjunction with the PC should be aware of and approve all conference entertainment and decorations including set design, costumes, and media.

- Should there be a need for the PC to move into the venue a day early, the expense is incurred by the CCS.

### **WORK WITH TASC**

- TASC will arrange for a convention center site visit (usually in October) if needed. TASC will arrange for CCS rooms and attempt to secure complimentary or reduced rate sleeping rooms. Expenses will be the responsibility of the CCS.
- The CCS is responsible for working with the TASC office to create a design for the conference t-shirt and conference logo. This can be original student artwork or acquired from a professional design company. The shirt design should reflect the theme and the way the CCS school will present the theme. Design options should be sent to TASC no later than September 30. Camera-ready artwork is preferred. Preferred date is by the summer board meeting. The design will be approved by the TASC director.
- Advisor is responsible for all communication with school officials concerning duties and responsibilities at the conference. This includes collecting necessary information from the CCS school district for the program.
- The CCS will work with the other officer schools in determining a state project.

### **ADVISOR HOSPITALITY**

- TASC will provide beverages (coffee, tea/lemonade, water) for advisors attending the conference in a predetermined hospitality area. Any other items (food, gifts, door prizes, etc.) are the responsibility of the CCS.
- Hospitality area food items must be ordered through the Convention Center food services. It is the responsibility of the CCS to make these arrangements with the assistance of TASC. TASC will pay the bill upfront and then charge out the CCS items at the end of the conference.

### **CONFERENCE REGISTRATION**

- CCS will develop and assemble registration packets for student and adult delegates. TASC provides folders, programs, and name badges. CCS provides all other items, including the actual bags and anything else wanted in the bags (pens, paper, coupons, resources, goodies, etc.)
- CCS will create 4 - 8 (varies) registration booths that will be set up in the Grand Hall at the Convention Center. CCS student/adults will also man these tables during conference registration hours. At the end of conference registration, CCS may need to move these booths for use in ballot distribution.
- CCS is responsible for organizing t-shirts by school and having an adult (or two) available to help distribute conference t-shirts to advisors on site unless the t-shirt company does this. Assistance may still be needed.
- The CCS must register an official voting delegation for the conference (1 advisor + 5 students). The CCS does not need to register additional students or adults attending the conference. Additional conference t-shirts may be purchased at cost from TASC; sizes must be provided by the registration deadline. Additional Six Flags tickets for CCS students and chaperones (not including the official delegation) must be purchased from TASC (at cost).

### **OTHER CONFERENCE NOTES**

- CCS should determine number of rooms to reserve for the school at the hotel of its choice by November.
- CCS will make arrangements/payment for any additional exhibit hall interactive games/activities/inflatable attractions, pipe and drape, etc., for student delegates.

- CCS will provide award winning school photo backdrop or other photo backdrop. This may be generic or conference theme related. (Coordinate placement of backdrop with TASC staff to allow space for bookstore, etc.)
- CCS will provide small group session facilitators for workshops portion of conference (# needed depends on # of sessions).
- CCS will provide and install decorations for the conference that enhance the theme.
- CCS will provide students as needed to assist in set-up of multi-media, etc. for concurrent sessions.
- CCS will make and hang signs as needed for conference activities.
- CCS will provide chaperones for the host school students and adults to supervise activities of the host school students during the conference.
- CCS will work with TASC staff regarding placement of tables, decorations, etc. so that the entire conference experience is enhanced.
- CCS will ensure that all materials are removed from the Convention Center at the conclusion of the conference.
- CCS will review Convention Center guidelines for hanging signs, etc. ensure guidelines are met.
- CCS will communicate lyrics of songs used, videos, etc. to TASC Director and to Production Company well in advance of the conference.

**Reimbursement for expenses provided by TASC:**

- In 2015 \$5.00 was added to conference registration to fund up to \$20,000 reimbursement to the Conference Coordinator for expenses directly related to the conference. Guidelines for this reimbursement will be developed by TASC. The CCS must submit receipts to receive reimbursement and expenditures must be directly essential for the conference (set, hotel, or meals).

*Additional duties can be added depending on the resources and interests of the CCS.*

## TASC MIDDLE LEVEL STATE ANNUAL CONFERENCE:

### DUTIES OF CONFERENCE COORDINATOR SCHOOL

Plan for advisor and student representative to attend the TASC State Steering Committee Retreat generally held in June. Expenses will be covered by TASC.

Plan on attendance at the conference to include arriving early enough to provide one full day of preparation prior to the conference. (For example, if conference registration begins at noon on a Friday, your group would need to arrive Thursday in order to have prep time Thursday evening.)

Please submit 2 t-shirt designs for consideration no later than September 1 of the year of the conference.

Design and produce a stage backdrop/stage set/banner (approx. 15' long by 5' high) for the general session to illustrate the conference theme depending on set and if needed. This may not be needed. Hotel staff will hang the backdrop in the hotel ballroom. Make sure you include eyelets on the backdrop from which to hang cord or rope. There is often a charge to hang banners. (With the advent of the Production Company, some kind of stage set is preferable to a banner. Check with hotel and TASC before doing this. If they only use one screen in the ballroom, the backdrop may not work.)

TASC does have a smaller banner with our logo. It is approximately 8' long and 6' high. If you want to use it, please notify the TASC office. TASC also has a stand-alone banner.

Design and produce a display with some type of "certificate" for each award-winning school. The "certificates" must be something that can be taken with the individual school following the conference. They can be in different formats depending on the conference theme. TASC can send you award winning schools.

Develop/assemble registration bags or packets for student and adult delegates. TASC will provide conference program, name badge and name badge holders CCS: determine/provide bag, pen/pencil, any other "goodies" (which may include food coupons, amusement park discounts, rulers, note pads, etc.) (SMCVB may provide some bags.)

CCS will work with TASC to sort and distribute t-shirts. (TASC plans to use a t shirt company that will sort the shirts.)

Provide volunteers to staff the pre-registration check-in table, distribute conference materials, and distribute district ribbons to advisors. At least two adults and two students are necessary for this task. Registration officially begins at 3:30 p.m. on Friday, but we will open early, if we are ready! They are needed Saturday morning as well. Provide markers and man the table for delegates to make name badges during registration.

Provide appropriate music/music videos, countdown, etc. to be played as students come into and leave the general assemblies and during registration. Work with the Production Company (if contracted) regarding music, videos, etc. For registration, you will want at least 30 minutes of music which can be repeated during the afternoon and some speakers so you can play music in the hallway. Students in general assembly often like music they can dance to, line or Conga dance to, etc. Be very certain the lyrics are appropriate. Music videos, as well as a countdown video and a conference slide show/Animoto/video for the last general session, are desired as well. (If a production company is hired, work with them.) You will need to provide a speaker system for music during registration.

At least 3 student representatives to participate in the Opening General Session:

1. Provide opening/welcome remarks
2. Lead a moment of silence
3. Lead in pledges to flags

At least 1 student representative to provide thanks in the Closing General Session.

Provide a movie and projector for the movie room on Friday night during the dance (as an option for students not wanting to attend the dance). This may have to be rented from the hotel depending on needs for sound. (The CCS may decide to have other entertainment other than the dance and the movie.)

Consider organizing a service project at the conference.

Provide at least one chaperone and coordinate enlisting and organizing volunteer chaperones for the evening Friday. It is very important that chaperones cover all areas. Please have at least one adult who will rotate through areas to be sure all are supervised.

Provide guides to help direct students to meeting rooms during breakout sessions (on Saturday) and to move students into general sessions on time. (Advisors and parents are most helpful.)

(When necessary) Provide 8 students to assist multi-media production company set up and tear down audio/visual equipment for Concurrent Session presentation. The setup usually takes place during the lunch hour on Saturday, so have an alternative lunch plan for these students.

You may be asked to provide students to help with the Closing Session awards presentation -- directing students in the ballroom if awards are presented.

Registration note: CCS must have at least one adult advisor with delegation. Additional adults may attend with the CCS without registering for the event but will not receive a conference t-shirt unless the shirt is ordered by the school. There will be a charge for additional shirts.

Ensure that all CCS materials have been picked up and removed from the event site as well as general clean up (so that we leave the hotel in good shape).

TASC will reimburse up to \$1,000 to the CCS for expense incurred that are directly related to hosting the conference if expectations of the Conference Coordinator School are met. Allowable expenses include hotel, travel, meals, banner, bags, and decorations. Reimbursement does not include registration. Receipts must be provided for reimbursement.



## **TASC ADMINISTRATION**

- A. TASSP pays the salaries, travel, and salary-related expenses for all staff. TASC reimburses TASSP a fixed dollar amount each year as its share of salary expenses. For 2021-2022, the administrative fee was \$239,000. Each Association (TASSP, TASC, and TAFE) is otherwise responsible for its own operating expenses. Because TASC owns half of the Association building, TASC is responsible for one-half of the expenses for taxes, equipment maintenance, insurance, printing, and office supplies.
- B. All printing is approved and contracted for by the TASC Director.
- C. All TASC expenditures must be approved in advance by the TASSP/TASC Executive Director or TASC Director.
- D. All travel, to activities other than those a member would normally attend, is reimbursed at 55 cents a mile (as of September 1, 2022) or actual air fare (lowest fare available). Meals will be reimbursed at cost up to \$15 for breakfast, \$20 for lunch and \$25 for dinner (as of September 1, 2022). Claims for expenses must have supporting documents. Airfare, car rental, etc. must be approved in advance.
- E. Any Board of Directors member representing the Association at any meeting will be approved by the TASC Director.
- F. The TASC Director will approve and make all contracts with outside agencies.
- G. The Student Council as a whole, committees, or members in the name of their student council shall clear all activities, resolutions, proposals, and projects with their principal.
- H. The TASSP/TASC Executive Director or TASC Director is authorized to transfer funds from one budget item to another, provided that the total of all expenditures does not exceed the total amended budget for that year.
- I. TASSP seeks to encourage leadership training by sponsoring TASC. As sponsor, TASSP has the authority to review TASC Board of Directors actions. The TASSP Board of Directors has final authority over TASC finances. However, TASC funds can be spent or obligated only with TASC Board of Directors approval. The TASC Board of Directors approves a budget at their Summer Board of Directors' Meeting, and this budget is submitted to the TASSP Board of Directors for approval in October.

### **PERSONNEL**

- A. The TASSP/TASC Executive Director is employed by the TASSP Board of Directors and serves both organizations. He/she is responsible to the TASC Board of Directors for all TASC work, but delegates management of TASC to the TASC Director.
- B. The TASSP/TASC Executive Director is responsible for employing all other personnel authorized by the TASSP Board of Directors and the TASC Board of Directors.
- C. Employment at TASSP/TASC is at will, meaning that either the Association or the employee may separate employment at any time for any reason.

## TASC BOARD OF DIRECTORS POLICIES

- A. Expenses of Board of Directors members to board meetings are reimbursed by the Association except when they meet during an activity they are normally expected to attend (e.g., Advanced Leadership Workshop/Annual Conference) or to which they travel with students other than their board representative. Board members are expected to pay registration for events they attend.
- B. Any Board of Directors member who wishes to place an item on the agenda for discussion should send it in writing to the TASC Director at least three weeks prior to the Board of Directors meeting. Any item that deals with finance may not be considered unless it is placed on the agenda in this manner.
- C. All Board of Directors meetings are open to advisors, students, teachers, or administrators who wish to attend. Persons not associated with a TASC member school must apply to the TASC Director for approval to attend.
- D. Summer workshop consultants and directors who serve on the Board of Directors do not vote on matters of workshop finance and workshop salaries.
- E. Expectations of officer schools:
  - One advisor and one student are to be named as official Board members.
  - Advisor and student attend a TASC Summer Leadership Workshop.
  - Advisor and student attend orientation meeting prior to July/August Board of Directors meeting.
  - Advisor and student attend all Board of Directors meetings: a meeting in July/August, a meeting in November, and a meeting at the TASC HS Annual Conference in April.
  - Advisor and student attend an Advanced Leadership Workshop. Workshops are usually held in January and February and their respective Annual Conference.
  - Advisors attend the Advisors Workshop.
  - Advisor and student attend TASC Steering Committee Retreat (training TASC District Presidents/Coordinators/State Officers/Board members).
  - The President School student may be called to make a speech at several district conferences. One TASC pays one-half of the expenses for this student. One-half is paid by the district that extends the invitation. A copy of the standard presentation made by the student at district conferences shall be filed with the TASC Director before the student commences these trips. Other student officers may be called on to represent TASC at meetings
  - The President School student will also be called to speak at the TASSP Summer Workshop and the Annual Conference. The TASC Director will set a deadline for receipt of scripts of these speeches in advance of the conferences.
  - Student officers are expected to attend an out-of-state conference in its entirety if TASC pays their registration. Officer advisors must either attend or ensure that another attending advisor will be responsible for their student.
  - Officer schools will lead discussion groups at the Advisors Conference, the ML Conference, and the HS Annual Conference.
  - Officer advisor and student lead state task forces as assigned.
  - Officer schools fulfill duties as assigned.
- F. Expectations of Elected Advisors and Advisors of Conference Coordinator Schools on the Board of Directors:
  - Attend a summer leadership workshop.
  - Attend the Advisors Workshop.
  - Attend an Advanced Leadership Workshop (HS only) and their respective Annual Conference
  - Attend the ML Annual Conference.

- Attend all Board of Directors meetings: a meeting in July/August, a meeting in November, and a session at the TASC HS Annual Conference in April.
- Attend the TASC Steering Committee Retreat (training TASC District Presidents/Coordinators/State Officers/Board members).
- Lead state task forces as assigned.
- Volunteer at conferences as needed.

## DISTRICT ORGANIZATION

- A. The state is divided into 19 geographical districts. Most middle-level schools participate in district activities with the high schools in their area. However, in some state regions, middle-levels have formed separate districts: ML 3, 4/19, and 7/13. Each district elects officer schools, has a constitution, holds conferences, and distributes information to member schools. (Please note that some schools join both HS and ML to earn awards and attend conferences at both levels). District presidents may request a change of districts. The requested district must approve this, and the TASC Directors must be notified of a change.
- B. The District Executive Board appoints or authorizes the election of a person, preferably one in an administrative position, with several years of experience in the local, district, and state student council work to act as District Coordinator. This person shall aid the state office in communication and district emergencies and serve as a consultant to individual schools within the district and to the district Executive Board. (This coordinator and president have access to membership lists on the TASC website.)
- C. Each HS district should offer leadership training experiences suitable to the middle-level within that district, either through a separate organization or special provisions in a unified district.
- D. Each district Executive Committee is authorized to verify District Outstanding Student Councils, Outstanding Energy/Environment, D. A. S. H., Pride & Patriotism Schools, Community Service, and Sweepstakes Schools are recognized at the Annual Conference. District Executive Boards are also authorized to provide separate participation for junior high/middle-level to determine the outstanding councils in the state projects at the junior high/middle level. Middle-Level awards are presented at the Middle-Level Annual Conference.
- E. Community Service Project totals, including totals for State Service Project, will be accumulated by each district and submitted to the district president school to tally, allowing a statewide publicized total.
- F. Since student council district activities vitally affect the state operation, since TASSP wishes to promote student council work in Texas, and since student council is a cooperative effort between students, sponsors, and administration, and provide for administrative review and due process at the district level, the TASSP Board of Directors requires that, as a condition of sponsorship, any action at the district level may be appealed by a member of the district Executive Committee or a member school to a committee composed of principals of the district officer schools and the TASC Director. This action may be initiated by mailing a request in writing to the TASC Director.
- G. The TASC Board of Directors has developed Best Practices for Districts as well as guidelines for the approval of district constitutions. Each district shall submit its constitution and amendments to the TASC Director for approval as related to established guidelines. An approved District constitution must be on file with TASC in order for District dues to be rebated from the state.

## GUIDELINES FOR BEST PRACTICES OF A TASC DISTRICT

## **TASC DISTRICT PRESIDENT ROLE**

TASC Districts elect a president school which is represented on the district board by an adult advisor and a student representative. Duties of the student representative may vary depending on the district.

### **Duties of District President regarding TASC Office:**

Act as liaison in all matters that relate to the state organization, including but not limited to:

- A. Promote membership by maintaining membership goals and encouraging member school involvement
- B. Organize district effort to build TASC membership
- C. Insure timely, fair, and complete verification of award winning schools in the district
  - Outstanding Student Councils
  - Outstanding Energy & Environment Schools
  - Outstanding Drugs, Alcohol, Safety, and Health Schools
  - Outstanding Pride & Patriotism Schools
  - Community Service
  - Sweepstakes Schools
- D. Report new officers to the TASC office when elected
- E. Provide TASC with fall and spring meeting information
- F. Accept and route district rebate checks to the appropriate district officer
- G. Preside over any appeal process at the district level
- H. Notify the TASC Office of any significant problem in the district that might impact the district's credibility or ability to operate effectively
- I. Represent the district at state-level meetings for TASC (State Conference, Advisors Workshop, Leadership Retreat, State Steering Committee Retreat, and others)
- J. Ensure that a copy of the District Constitution is regularly reviewed and on file with TASC.
- K. Ensure the district follows TASC Best Practices for Districts.
- L. Promote TASC programs and activities
- M. Attend the State Steering Committee Retreat or assign a proxy.

TASC will communicate with District President School sponsors through mailouts and e-mail. Presidents should expect information to be posted on the TASC website in early fall and early spring. Each communication will cover pertinent information for the fall and spring semesters. Please read this information carefully, particularly the dates and requested information. District information will be posted on the District Landing Page on the TASC website. If someone in your district other than the president or coordinator needs access to this, notify the TASC Director.

## **TASC DISTRICT COORDINATOR ROLE**

According to specifics outlined in the district constitution, the TASC District Coordinator is an individual (not a school) elected or selected by advisors in the TASC district. This is generally a person with some longevity and experience in the district who is familiar with district processes, traditions, and operational structure. The district coordinator is a resource for the current district officers and for all advisors in the district.

### **Duties of TASC District Coordinator regarding TASC Office:**

- A. Provide structure and guidance for District Executive officers. This is especially important when the officers are not familiar with standard district responsibilities and procedures.
- B. Serve as a resource to ensure that proper financial procedures are followed, and the district constitution updated.
- C. Know the state and district constitutions and have them with you at all meetings. (Copy of state constitution is on the TASC website.)
- D. Supervise the District Advisor of the Year selection and ensure that the TASC office is notified of nominees for Eddie G. Bull and Warren E. Shull Advisor of the Year (optional). (Information sent to District Coordinators in the fall.)
- E. Contact and consult with the TASC Director when problems develop in the district.
- F. Recommend to the state office ways to improve state and district student council work.
- G. Represent the district at conferences such as District meetings, State Conferences, Advisors Workshop, and State Steering Committee Retreat.
- H. Ensure that a copy of the district constitution is on file with the TASC state office.
- I. Serve as a resource to the state office ensuring that the TASC District voice is heard.
- J. Work with the District President to:
  - Promote membership by maintaining membership goals and encouraging member school involvement
  - Make recommendations to the District Executive Committee for appropriate supervision and control of district conferences
  - Promote TASC programs and activities
  - Seek out and mentor new advisors as well as encouraging all advisors to take an active role in district and state activities.
- K. Attend the TASC State Steering Committee or assign a proxy to do so.

## **TASC DISTRICT FINANCES / INSURANCE**

### **ISSUES REGARDING DISTRICT FINANCES**

It is vitally important that the TASC District has a process in place that will provide checks and balances for money collected and spent at the TASC District level. Many districts have established specific bank accounts. This is easy to do and may be simpler than running TASC District monies through different school accounts each year. It is generally preferable to establish such an account in a central location within the district, and to have two persons authorized to sign for the funds (in case of emergencies).

In matters of finance, the state organization and district organizations are entirely separate. To simplify dues collection, TASC will collect both state and district dues and will rebate dues to the districts. The TASC tax identification (EIN) number may not be used by individual districts.

**Under no circumstances may a TASC District Association use the TASC tax number.**

No one at the state level is qualified to be a financial advisor. The following suggestions are general in nature and are intended to be used only as a guide.

- To set up a bank account, a TASC District must have an employer identification number (EIN.) With this number in hand, the District can open a checking account at any bank to use for depositing District funds and paying District bills. Talk with your banker about setting up an account and establishing an EIN. You may also see form SS4 on the IRS website.
- If you don't have an EIN, the IRS makes it easy to obtain one on-line. Google EIN IRS, and options for securing this number will pop up.
- Should you need to change addresses with the IRS regarding your EIN, go online to find a change of address form.
- Some ISD's require that a TASC District be approved as a vendor with the ISD before the ISD will cut a check to register a student council for an event with that TASC District. In that case, the District can provide the EIN and a W9 (which can be found online with the IRS) to the ISD.
- If you are asked to provide a W9, that can be found on the IRS website.
- If you are paying for services, consult the instructions for 1099's to determine if you have a reporting requirement.
- It is good practice to have a receipt process in place regarding collection, expenditure, and transfer of funds.
- Each year the district board should be provided an accounting of district funds, and an audit should be done. Keep records for at least seven years.

### **TASC DISTRICT INSURANCE FOR EVENTS**

TASC District events are covered by TASC liability insurance. If a facility being used by your TASC District requires proof of insurance, this can be provided to the district president school by the state office. To secure a TASC certificate of insurance, contact Patty Wangler at the state office and request this in writing (email will suffice). If there is specific language required by the facility, it is important that this be included in the request, along with the best method of sending you the certificate. The TASC insurance certificate will provide liability coverage of \$1,000,000 (which is standard for most facilities). In addition, TASC has a \$1,000,000 policy covering sexual abuse and molestation.

## STATE PROJECT / ENDORSEMENTS / PARTNERSHIPS / SPONSORSHIPS

**TASC Board Policies – Adopted April 2008, Revised August 2014**

### **STATE SERVICE PROJECT:**

TASC will have no more than one formal statewide project during a school year. This project will be selected by student officers and approved by the Board. Student officers will be active in working with TASC staff to plan, implement and promote the state service project. This project does not necessarily have to be a campaign platform idea.

### **ENDORSEMENTS/PARTNERSHIPS:**

Programs/projects that complement the mission and purpose of student council may be considered by the Board for an endorsement/partnership. Programs or projects interested in forming a partnership with TASC must demonstrate in writing the ways in which the program enhances the work of or provides a resource to student councils. Programs/projects sponsored by member schools are preferred. The Board will approve this type of relationship at their July Board of Directors Meeting. The Board may determine to limit the number of endorsed programs.

These relationships benefit TASC member schools directly, either by providing a resource to the council or to individual students.

Benefits to an endorsed program/partner may include access to member school's data for marketing, inclusion in conferences through presentations and reduced exhibit rates, a link on the TASC website, and inclusion in the TASC Resource Guide.

Relationships are established by a Board vote and are renewed annually. Existing programs must demonstrate participation by and benefit to schools and justify the continuation of the relationship in writing. A standard form may be developed for this purpose.

### **CORPORATE SPONSORSHIPS:**

TASC may seek out corporate sponsorships to raise revenue. These partnerships will be determined at the staff administrative level. These relationships will benefit the association as a whole (and member schools indirectly). Staff is investigating the most appropriate use of corporate partnerships.

## **TASC SCHOOL AWARDS & RECOGNITION PROGRAMS**

### **STUDENT COUNCIL AWARDS:**

Association member schools participate in the following state projects, complete report forms, and, if the council achieves the necessary points (as determined by the board of directors), there is recognition with a plaque or certificate at the end of the school year.

- **OUTSTANDING STUDENT COUNCIL:** This program recognizes Student Councils that have done an outstanding job in their schools. These are Student Councils which have a well-rounded program and are active at the local, district, and state level. Projects are required in these areas: improving student attitudes, education, health and safety, leadership, fundraising, public relations, school service, community service, and social activities.
- **ENERGY/ENVIRONMENT:** This recognition is given to schools with outstanding programs that involve conservation of energy resources and environmental protection and awareness.
- **D.A.S.H. (Drugs, Alcohol, Safety, and Health):** This recognition is given to schools with outstanding programs that promote safety awareness in the areas of traffic, homes, schools, etc., participate in projects to prevent drug, tobacco and alcohol abuse, and conduct health awareness campaigns.
- **PRIDE/PATRIOTISM:** The purpose of this program is to encourage Student Councils to participate in projects which promote national, state, school and individual pride and patriotism.
- **COMMUNITY SERVICE:** The purpose of this program is for local councils to document service hours, donated goods, and cash. Local councils submit the report to their district president who tallies district totals, and all totals are reported to the TASC President. At the state convention, the statewide service hours, donated goods and cash will be announced.
- **SWEEPSTAKES:** All schools receiving outstanding status in Energy/Environment, D.A.S.H., Pride and Patriotism, and Outstanding Student Council and who have submitted a Community Service Report are recognized as Sweepstakes Schools.
- **TOP PROJECTS:** TASC recognizes up to the five best middle level and ten best high school individual projects (submitted for judging) from member schools.
  - Up to ten awards will be given to high schools and up to five awards to middle schools for individual projects. Up to three awards will be given for a collaborative project to both high schools and middle schools.
- **TOP VIDEOS:** TASC recognizes up to the five best middle level and ten best high school individual videos (submitted for judging) from member schools.
  - Ten awards will be given to high schools for individual projects. One award will be given for a collaborative project.
- **TASSP COUNCIL SCHOLARSHIPS-HS:** With the financial support of TASSP, TASC recognizes two high school councils with a \$1,000 scholarship to be used to send students to a Summer Leadership Workshop. The application emphasizes the assistance the council provides the principal and the school in meeting accountability measures and the demands of unfunded mandates.
- **TASC COUNCIL SCHOLARSHIPS-ML:** TASC recognizes one middle level council with a \$1,000 scholarship to be used to send students to a Summer Leadership Workshop. The application emphasizes the assistance the council provides the principal and the school in meeting accountability measures and the demands of unfunded mandates.

## **TASC INDIVIDUAL AWARDS & RECOGNITION PROGRAMS**

### **INDIVIDUAL AWARDS:**

In addition to Council Awards, TASC has a system in place to recognize outstanding achievement and/or service by individual students and adults.

- **TASC STUDENT SCHOLARSHIPS:** TASC awards 5 graduating student leaders with a \$1,000 TASC Scholarship each year. The application emphasizes participation at the district, state, and national level and participation in each is weighted.
- **TASC EDDIE G. BULL STATE ADVISOR OF THE YEAR AWARD:** Each TASC District selects a district-level Advisor of the Year. These advisors then submit application to the TASC Board of Directors, which chooses the High School and Middle Level Eddie G. Bull State Advisors of the Year. The winners and finalists are presented with an award, and the winners are asked to address delegates at the appropriate convention. Individuals may be recognized as District Advisor of the Year multiple times, but individuals may be recognized as the Eddie G. Bull State Advisor of the Year only once.
- **SERVICE PINS:** Advisors are recognized for years of service in 5-year increments with a pin which signifies the number of years they have served as an advisor. TASC gives 5, 10, 15, 20, and 25-year pins. Advisors are formally recognized and presented with service pins at the appropriate convention. A keychain is also awarded for 25 years of service. A letter is also sent to each advisor's principal.
- **RETIRING ADVISORS:** Advisors who are retiring from either the education profession or Student Council service are recognized at the appropriate convention and presented with a plaque.
- **TEXAS STAR AWARD:** TASC advisors, alumni, staff or who have given exceptional service to the Texas Association of Student Councils may be recognized by the Board of Directors with the Texas Star Award. Any TASC member may submit a nomination to the board. This award is given by board directive only and only for extraordinary contributions made or to someone who has brought exceptional recognition to TASC. A crystal star award is presented. (Adopted August 2022)
- **SERVICE RECOGNITION BEYOND 25 YEARS:** By board directive advisors who serve 30, 35, or 40 years may be given a \$100 gift card.
- **PAT M. KIRSCHNER AWARD:** The TASC Board of Directors created this award in 1987 to recognize outstanding contributions to the TASC Summer Leadership Workshop Program. To be nominated, the recipient must have served for 10 or more years as a Summer Workshop Director or Consultant and be retired from Workshop service. The Board must vote to present the award. The first award was presented to Pat M. Kirschner, Advisor from Ball High School in Galveston, who served as a TASC Workshop Consultant and mentor to many who continued to develop the program after her retirement. Recipients are given a plaque.

TASC INDIVIDUAL AWARDS HISTORY

## TASC CONSTITUTION



# TEXAS ASSOCIATION OF STUDENT COUNCILS CONSTITUTION & BY-LAWS



### PREAMBLE

We, the member schools of Texas Association of Student Councils, sponsored by the Texas Association of Secondary School Principals, do organize ourselves to operate under the following constitution in order to promote, develop, and empower leadership development through student councils and advisors.

### ARTICLE I - NAME

The name of this organization shall be the Texas Association of Student Councils.

### ARTICLE II - PURPOSE

**Section 1.** The organization is organized exclusively for educational and charitable purposes. The purpose of this organization shall be to develop leadership skills, empower student voice, and positively impact school and community culture and climate; to enhance the journey of leadership for students, advisors, and their councils by providing training and a network of support; to offer strategic support at the local and district level; and to advocate for successful student council programs.

**Section 2.** The purpose of the board shall be to facilitate the mission of TASC.

**Section 3.** No substantial part of the activities which have been or which will be carried on have been or will be used for an attempt to influence legislation or to participate or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of political statements.

### ARTICLE III - MEMBERSHIP

**Section 1.** The Charter Members: The Junior and Senior High Schools sending delegates to the meeting called for April 1937, at Highland Park High School, Dallas, for the purpose of forming a State Organization, shall be recognized as Charter Members of the Texas Association of Student Councils.

**Section 2.** Any public, parochial, or private school, in the State of Texas may become a regular member of this organization, provided it pays the approved annual membership fees.

**Section 3.** The privileges of regular membership include access to TASC state and district events such as summer leadership workshops, advanced leadership workshops, state annual conferences, and district conferences as well as the privilege of voting at the state level and holding TASC state office.

**Section 4.** Individuals and organizations including but not limited to sponsors, vendors, and out-of-state schools, so long as their goals align with those of TASC may become associate members of both the state association and district associations with the approval of the appropriate TASC District Board of Directors and the TASC Director.

- A. Associate membership dues shall be approved by the TASC Board of Directors.
- B. Associate membership dues shall be paid to the state association.

**Section 5.** The privileges of associate membership include access to TASC state and district events such as summer leadership workshops, advanced leadership workshops, state annual conferences, and district conferences. Associate members may not vote or hold board positions at the state level.

**Section 6.** To obtain and retain membership in the Association, each member must pay an annual membership fee as approved by the Board of Directors at a regularly scheduled Board meeting. State and District dues shall be submitted to the state association.

**Section 7.** No person, on the grounds of race, color, national origin, gender, sexual orientation, religion, or disability shall be excluded from or denied the benefits of membership.

**Section 8.** The TASC membership year shall coincide with that of the Texas Association Secondary School Principals.

**Section 9.** TASC shall, from time to time, be divided into geographical districts or regions as determined by the Board of Directors. TASC shall foster the organization of local units in each district or region and the promotion of active participation by such units in the affairs of TASC. The Board of Directors shall establish guiding procedures to include officers and management of each district/region.

#### **ARTICLE IV – MEETINGS AND PROCEDURES**

**Section 1.** Meetings of the Board of Directors shall be scheduled by the TASC Director. A 2/3 presence of the board members shall constitute a quorum to transact any business that requires voting. A simple majority of those voting shall constitute an affirmative vote. Each member is allowed one vote.

**Section 2.** Special meetings of the Board of Directors may be called from time to time.

**Section 3.** A meeting of the Board of Directors shall be called within 30 days at the request of any ten (10) members of the State Board of Directors.

**Section 4.** All members of the Board of Directors shall be given notice at least 10 days prior to each meeting of the Board. In the case of a special meeting, the notice must state the purpose for which the meeting is called.

**Section 5.** The members of the Board of Directors shall act only as a Board, and no individual member shall have or exercise any power or authority of the Association solely by virtue of membership on the Board.

**Section 6.** All state events shall follow TASC policies regarding illegal substances, weapons and safety, and dress code.

#### **ARTICLE V – BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of elected and non-elected positions as specified below.

- A. Elected school positions shall consist of President, Vice President, Secretary, and Parliamentarian. Schools, not individuals, shall be elected. Each school shall be represented by one advisor and one student. Prior to the election, each school shall designate the student representative and advisor who will perform the duties of the office. They shall be elected by official delegates in attendance at the time of election.
- B. Elected positions shall also consist of Past President Advisor; three High School Student Council Advisors, one elected each year by high school advisors in attendance at the time of election to serve for a term of three years; two middle level student council advisors, one elected each year that a three-year term is completed by middle level advisors in attendance at the time of election; and three principals elected by TASSP.
- C. Non-elected positions include the TASSP Executive Director, the TASC Director, and the Conference Coordinator school. The High School Conference Coordinator school shall be represented by one advisor and one student. The Conference Coordinator school is appointed by the Board of Directors based on applications submitted to the current Board.

- D. All advisors and students on the TASC Board of Directors serve at the pleasure of their principal.
- E. Should an advisor or student officer from an elected officer school on the Board of Directors be removed or the position vacated, the school principal shall designate a replacement.
- F. Each individual representative on the Board of Directors shall be a voting member.

**Section 2.**

- A. Failure to fulfill duties or absence from board meetings can be grounds to remove any officer school or elected board member. Formal charges and a two-thirds vote by the Board are required for removal. Should an officer school or elected board member resign, the resignation goes into effect when the Board approves it. In the event of a resignation or removal of an officer school, the position may either be filled for the remainder of the term or the position may remain vacant until the next annual conference (depending on time of year). In the event of removal or resignation of an elected school or Advisor to the Board, the Board may fill the position for the remainder of the term. In either of the mentioned occurrences, the vacancy shall be filled by the person or school that ran and was not elected based on election results. Should the position have not been contested, the Board shall determine the school or individual appointed to the position.
- B. The following shall apply to elected advisors serving on the Board of Directors:
  - 1. All elected advisor positions are to be determined by a majority vote which consists of 50 percent of the ballots cast plus one. In the event of a tie vote, in a run-off election, the candidate with the greatest number of votes in the general election will win the election. If there is a tie vote in both the general election and the run-off election, the current Board members in attendance at the time of election will convene and select an advisor to fill the position from the candidates who received a tie vote.
  - 2. The school principal shall endorse the candidacy of the advisor to serve on the Board as an elected advisor or state officer advisor.
  - 3. All candidates for Elected Advisor on the Board must have been an active member of TASC the year preceding filing for the position.
  - 4. No more than one advisor from a member school may serve on the Board at one time.
  - 5. Elected advisors serving a three-year term must be off the Board for one year before running for an elected advisor position again. Advisors who are appointed or elected to fill the remainder of a vacated three-year term may run again at the expiration of that term.

**ARTICLE VI – OFFICER ELECTIONS**

**Section 1. Qualifications for Candidate Schools or Elected Advisor Candidates:**

- A. Schools rather than individuals shall be candidates for office. Each Officer School shall designate the student representative and advisor to serve as the officer.
- B. A Candidate School must have been a member of the Association for the school year preceding its nomination and must be a current member.
- C. A school may hold only one office at a time. Schools with a student representative on the Board may not run for state office.
- D. A Candidate School shall file, with the TASC Director, an application and letter of intent to run for an office signed by the principal of that school. This application and letter of intent shall be submitted to the TASC Director at least sixty days prior to the opening date of the election.

**Section 2. Campaign Procedure:**

- A. Each Candidate School shall be responsible for securing from the TASC website a list of regulations governing the type and use of campaign materials.
- B. A political rally shall be held prior to the ballots being cast.

**Section 3.** Election Procedures:

- A. Election of TASC officer schools or Elected Advisors shall be held annually at a time and date set by the current TASC Board of Directors.
- B. Only schools five which have submitted completed applications that have been approved may be considered for office.
- C. Voting for officers shall be conducted with each high school member school having the same number of votes as official student delegates present at the time of election, not to exceed five.
- D. To be elected as an officer, a school must receive a majority of the vote which consists of 50 percent of the ballots cast plus one. If a majority vote is not obtained, a run-off election will be held between schools receiving the two highest vote totals, including tied schools or candidates. In the run-off election, the winner shall be the receiving the highest vote total, even if a majority is not reached. If a tie vote occurs in the run-off election, the winner shall be the school or having the greater number of votes in the first balloting. If there is a tie vote in both the general election and the run-off election, the current board members in attendance at the time of election will convene and select a school to fill the position from the candidates who received a tie vote.
- E. Preceding the close of the last general session at the conference, the run-off ballots, if needed, shall be marked, collected by the Secretary, and counted by the Tabulations Committee. The school having a majority shall be declared the winner.
- F. Ballots shall be validated by the TASC Secretary School, and results will be announced when the election has been determined. A board orientation is required before official assumption of duties.

## **ARTICLE VII - CONFERENCES**

Dates of state conferences shall be determined by the TASC Director.

## **ARTICLE VIII - ADVISORS**

**Section 1.** The Association shall include an organization of the Advisors from the member schools.

**Section 2.** At least one meeting per year shall be scheduled for Advisors of member schools.

**Section 3.** The facilitator of this group shall be the TASC Director.

## **ARTICLE IX- AMENDMENTS**

**Section 1.** Amendments may be proposed by any member school of the Association.

**Section 2.** Proposed amendments shall be submitted in writing to the TASC Director and signed by the member school Advisor with the approval of the principal of the member school.

**Section 3.** Two-thirds vote of the State Board of Directors is required to approve the proposed amendment and call for an election to amend the constitution.

**Section 4.** Approved amendments shall be distributed to all member schools. For the vote to be counted the amendment shall be approved or disapproved by the Advisor of the member school. Ballots shall be submitted to the TASC state office. Each ballot submitted shall be signed by the member school Advisor.

A majority of all votes cast shall be required for ratification.

## ARTICLE X - TASSP AUTHORITY

Any major action or proposed action that changes the orderly operations, threatens the survival of, or changes the balance of governing power should be approved by the TASSP President or the TASSP Executive Director for approval prior to consideration by the TASC Board of Directors.

## ARTICLE XI - RATIFICATION OF THE CONSTITUTION

This constitution shall be presented to the Advisor of each member school for ratification. Each ballot shall contain the signature of the member school Advisor with the approval of the principal of the member school. The Constitution Committee shall canvass the votes. Two-thirds of all votes cast shall be required for ratification. If ratified, this constitution shall become effective immediately.

## BY-LAWS

**Section 1.** The President shall oversee the functions of the following committees: the Credentials Committee, chaired by the Vice-President school; the Tabulating Committee, chaired by the Secretary School; the Procedural Committee, chaired by the Parliamentarian School. All committees shall be composed of four (4) member schools with a student and advisor representing each school.

**Section 2.** In the event no school files for an office or an Elected Advisor position, the President shall appoint a Nominating Committee composed of five students and five advisors, each from a different school. This committee shall recruit two (2) or more candidate schools for that office.

**Section 3.** Under the direction of the Vice President school, the Credentials Committee will enforce the rules and regulations of the election process adopted by the TASC Board for the Candidate Schools and submit a list of eligible candidate schools to be voted on at the Conference.

**Section 4.** Under the direction of the Secretary School, the Tabulating Committee shall collect marked ballots, tabulate results, and present results to the President and the TASC Director prior to the close of the Annual Conference.

**Section 5.** Under the direction of the Parliamentarian School, the Procedural Committee will oversee all procedures related to the election including but not limited to the timing of skits, the Meet the Candidates Session, and verification of ballots.

**Section 6.** The Association may charge Conference Registration Fees, which shall be used for operating costs of TASC. The conference fee may vary from year to year and will be recommended by the TASC Director.

**Section 7.** Duties of the students and advisors designated to represent the officer schools, TASC Executive Director, Conference Coordinator School, and State Board of Directors:

A. In conjunction with the Council Advisor, the President shall:

1. Give leadership to the Association throughout his or her term of office;
2. Oversee the functions of committees to include Credentials, Tabulating, and Procedural;
3. Oversee Strategic Plan initiatives and committees;
4. Preside at meetings of the State Board of Directors;
5. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
6. Attend Advisors Workshop (advisor only);
7. Perform other duties as required.

B. In conjunction with the Council Advisor, the Vice-President shall:

1. Execute the duties of the President in case of the latter's absence;
  2. Attend the meetings of the State Board of Directors;
  3. Chair the Credentials Committee;
  4. Attend a TASC summer leadership workshop, advanced, workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  5. Attend Advisors Workshop (advisor only);
  6. Perform other duties as required.
- C. In conjunction with the Council Advisor, the Secretary shall:
1. Attend meetings of the State Board of Directors and compile minutes;
  2. Read minutes of the previous business meeting;
  3. Furnish the TASC Director with a copy of the minutes;
  4. Chair the Tabulations Committee;
  5. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  6. Attend Advisors Workshop (advisor only);
  7. Perform other duties as required.
- D. In conjunction with the Council Advisor, the Parliamentarian shall:
1. Attend meetings of the State Board of Directors;
  2. Act as the final authority on questions of parliamentary procedure;
  3. Chair the Procedural Committee;
  4. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  5. Attend Advisors Workshop (advisor only);
  6. Perform other duties as required.
- E. The High School Conference Coordinator School shall:
1. Serve as Conference Coordinator School for the Annual Conference;
  2. Coordinate with the TASC Board of Directors or its designee to provide theme, decorations, entertainment, and hospitality;
  3. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  4. Attend Advisors Workshop (advisor only);
  5. Perform other duties as required.
- F. The Past President School Advisor shall:
1. Attend meetings of the State Board of Directors;
  2. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, Advisors Workshop, and Middle Level Annual Conference.
  3. Serve in an advisory capacity to the State Board of Directors;
  4. Serve as chairman of the Scholarship Committee;
  5. Perform other duties as required.
- G. Duties of the TASC Director:
1. Work with the Board and staff to ensure that the mission of TASC is fulfilled through programs, strategic planning, and outreach;
  2. Oversee organization of the Board and committee meetings;
  3. Oversee organization of state conferences and events;
  4. Serve as facilitator of all business sessions of the Advisors;
  5. Administer planning and operation of TASC's annual budget;
  6. Furnish the State Board of Directors an annual report of income and disbursements prepared by the TASC Director and audited by a certified public accountant;
  7. Manage the operation of TASC activities and events to include staffing and stipends, or contract positions as needed;
  8. Represent TASC at select meetings of other organizations with which TASC is

affiliated;

9. Serve as TASC's primary spokesperson to the members, the media, and the general public;
  10. Process appeals by member schools of decisions by district boards by forming an investigation committee. The TASC Director shall coordinate and advise that committee during its investigation and inform the appealing school of the committee decision.
  11. Perform other duties as required.
- H. Duties of Elected Advisors on the Board of Directors
1. Chair or serve on committees, task forces, initiatives, and special assignments
  2. Assist with Annual Conferences as needed.
  3. Attend a TASC summer leadership workshop, advanced workshop (High School Elected Advisor), State Strategic Steering Committee, and appropriate level Annual Conference.
  4. Advisor attends Advisor's Workshop;
  5. Perform other duties as required.
- I. Duties of the State Board of Directors:
1. Appoint persons to fill un-expired terms of the State Board of Directors members;
  2. Review the Annual Audit Report presented by the State Executive Director;
  3. Approve a program for the Annual Conference;
  4. Approve the annual operating budget;
  5. Planning for the promotion, growth, and continued success of TASC;
  6. Serve in an advisory capacity to the TASC Executive Director in all matters pertaining to that office and to TASC;
  7. Ensure legal and ethical integrity and maintain accountability;
  8. Be informed about the organization's mission, services, policies, and programs;
  9. Review agenda and supporting materials prior to Board and committee meetings;
  10. Participate in all appropriate association meetings, events, and programs, and encourage other members and prospective members to participate;
  11. Serve in an advisory capacity to TASSP in all matters pertaining to TASC; and
  12. Perform other duties as required.

## **Section 8.**

- A. A Middle Level Conference Coordinator school is appointed by the Board of Directors based on applications submitted to the current Board. The Middle Level Conference Coordinator school shall be represented by one advisor and one student who are designated by their principal.
  - B. The Advisor and Student of the Middle Level Conference School serve at the pleasure of their principal.
  - C. Should either the Advisor or the Student of the Middle Level Conference Coordinator School be removed, or the position vacated, the school principal shall designate a replacement.
  - D. The Advisor and Student of the Middle Level Conference Coordinator School are invited to the State Strategic Steering Committee and to the Board meeting held at the Middle Level Conference and will serve as advisors to the Board regarding the Middle Level Annual Conference.
- A. **Section 9.** The Association shall adopt guidelines regarding best practices for TASC District Associations regarding district organization, management and responsibilities.
  - B. Any decision of the district boards may be appealed by any district member to a committee made up of the principals of district officers. The Association shall hold submissions of school and district constitutions for reference in case of change of advisors or coordinators.

**Section 10.** The By-Laws may be amended by a majority vote of the TASC Board of Directors. Amendments to the By-Laws must be submitted in writing by the member school Advisor with the approval of the principal of the member school to the TASC Director at least three weeks prior to a scheduled Board meeting.

**Section 11.** The Board of Directors shall use *Roberts Rules of Order* as the standard parliamentary text governing all cases not otherwise covered in the Constitution and By-Laws.

Constitution amended: 2015, 2013, 2012, 2011, 2008, 2005, 2003 (see ballots for changes)

Constitution ratified 2017

Constitution amended 2020 (See ballot for changes)

By-Laws amended 2021 (See minutes for changes)

Constitution amended 2022 (See ballot for changes)

## MINIMUM STANDARDS FOR THE OPERATION OF A STUDENT COUNCIL

These standards were developed and endorsed by a **joint effort between the Texas Association of Secondary School Principals and the Texas Association of Student Councils**. These standards are written with the understanding that conditions in schools vary, making it necessary for student councils to function differently from school to school.

### **ORGANIZATIONAL STRUCTURE**

- Local Constitution on file that outlines Student Council policies, procedures and expectations. Local constitutions are subject to the approval of the principal.
- Faculty advisor designated or approved by the principal
- Systematic election of officers and/or representatives: Student Council officers and representatives should represent the total student body. High grade standards should not be a requirement for membership, although standards such as UIL should be met.

### **OPERATIONS**

#### **Meetings:**

- Executive Board (Officers & Committee Chairpersons)
- General Council Meetings (no less than once a month)
- Committee Meetings
- Written agenda for each meeting
- Practice good meeting skills

#### **Minutes:**

- Dated and approved with permanent record maintained
- Annual evaluation and report of achievements submitted to the Principal. (Consider using Outstanding Student Council Report)

### **FINANCIAL STRUCTURE:**

- Annual budget itemizing projected income and expenditures
- TASC Dues (which include TASC District Dues) paid by school
- NASC dues paid by school (optional)
- Council/school subsidizes student and advisor registration fees for TASC events if possible.
- Follow school district guidelines for all financial policies and procedures

### **COMMITTEES:**

- Executive Committee: Composed of Student Council officers and other positions specified in your constitution
- State Project Committees: (Drugs, Alcohol, Safety, Health; Energy & Environment; Pride & Patriotism; Community Service)
- Others as determined by school need

### **ACTIVITIES:**

#### **School/Council Activities**

- Promote school spirit/pride
- Sponsor school social activities
- Supervise school elections

- Staff Appreciation activities
- New student orientation
- Assist with school functions such as assemblies, open house, citizenship activities, etc.
- Alcohol, drug, safety, and health education
- Provide energy and environment education and activities
- Sponsor homecoming activities, if applicable
- Provide community service opportunities for the student body
- Keep a record on council activities

### **Community Activities**

- Public relations with community
- Sponsor Community Service projects

### **TASC State/District Activities**

- Attend TASC District meetings and events
- Complete/submit Outstanding Student Council Report Form
- Complete/submit other TASC report forms (DASH, E&E, P&P, CS)
- Participate in TASC State project(s)
- Participate in training at one or more TASC workshops (Advisor, Summer, Advanced)
- Attend TASC State Conference (HS or ML)

### **Areas of Student Council Authority:**

A breakdown of communications between the principal and the student council may result when the council fails to understand its areas of authority. Council must recognize the levels in which it may operate, and this information must come from the principal of the individual school. Nevertheless, a council has only delegated powers; and the principal retains the veto power over every action of the council. Cooperation, understanding, and advance planning will usually result in relatively few veto actions.

Essentially there are three levels of student participation in school government: the area in which the students have no authority at all, the area of nearly complete authority (\*subject to advisor and principal), and the areas shared with the administration and faculty. This latter category is generally the largest. Sample areas of authority are listed below:

### **No Authority:**

- Grades and scholarships
- Homework
- School maintenance
- School equipment purchase
- Employment of school personnel
- Hall passes
- Discipline and punishment
- Cafeteria personnel, cost
- Length of vacations and school day
- Teacher pay
- Counseling, administrative procedures
- Student enrollment
- Academic Credits

- National Honor Society selection
- Teaching procedures and curriculum
- School Board policies

**Shared Authority:**

- Homecoming
- Dances and social events
- Organization and chartering of new clubs
- School morale and pride
- General welfare of student and faculty
- Schedule of activities and meetings
- Charity drives
- Promotion of citizenship, scholarship, leadership
- Fund raising
- Safety Education
- Student-faculty-student council relations and communications
- New student orientation
- School policy: student voice (conduct/dress)
- Assemblies
- Meeting accountability standards
- Transition programs

**Nearly Complete Authority\*:**

- Council projects
- Staff appreciation
- Publicity responsibilities
- Council meetings
- Evaluation of council projects
- Evaluation of student council constitution
- Elections, general school
- Annual report to Board/Education
- Student attitude and involvement
- Committee recommendations
- Committee set-up and follow-through
- Council fund raising
- Spirit week
- Encouragement and support of other student organizations in these pursuits

*Section Adopted by the TASC Board of Directors July 2017*

# POLICY INFORMATION BOOKLET

Section Updated: July 2024

## CONFERENCE/WORKSHOP POLICIES

The following policies apply to all TASC conferences and workshops:

- The use or possession or being under the influence of alcohol, illegal drugs, any controlled substances or mood-changing/mood-altering/behavior-affecting drug not prescribed for the individual in possession of the drug, or any tobacco products including electronic cigarettes, or any other electronic vaporizing device is strictly prohibited. Any student found in the possession or under the influence of these substances will be sent home from the workshop without delay at the expense of the student, his/her parents/guardians, or the student's school. Both the student's principal and parents/guardians will be notified, and local and campus authorities may be contacted. (policy updated February 2018)
- All workshop/conference attendees are expected to respect the rights and safety of others. Weapons of any type are strictly prohibited at TASC functions. Any person found in the possession of an item that is used as a weapon or exhibiting irresponsible behavior that endangers the health, safety, or welfare of him/herself or others will be sent home from the workshop without delay at the expense of the student, his/her parents or the student's school. Both the student's principal and parents will be notified, and local and campus authorities may be contacted. (policy adopted November 2006)
- The safety and security of every attendee is TASC's utmost priority. If a student expresses a previous desire or intent to harm him/herself or others, his/her parents will be notified, and local and campus authorities may be contacted. Based on the severity of the threat, a student may be sent home from the workshop without delay by the workshop director at the expense of the student.
- In each of the above cases, the TASC Director will be notified, and the workshop director will document the situation in writing and send to the TASC Director.
- A student sent home from a TASC event because of disruption of the workshop, a violation of TASC policies, or a concern for the safety of that student and/or others will not be allowed to attend another TASC state event for a calendar year.
- Every adult and JC at a TASC Summer Leadership Workshop shall participate in the training regarding Child Abuse/Molestation Prevention Training and pass the accompanying test each year.
- Students are not allowed in any sleeping rooms other than the one assigned to them.
- Schools who have an outstanding balance from an event, will not be able to register for future events once 6 months have lapsed from their original date of registration for the event with an outstanding balance.
- Cancellations and refunds will be permitted until one month prior to the start date of a particular event or workshop and must be made in writing to the TASC office. When applicable, the refund amount will be applied to the balance due. Each time a cancellation is made, there will be a transaction fee (1/3 of the registration fee) assessed per individual cancellation. No refunds or credits will be given for cancellations made less than one month prior to the start date of an event/workshop. Refunds will not be provided for event/workshop no-shows, regardless of the situation.

### TASC DRESS CODE:

The Texas Association of Student Councils (TASC) requires students and adults participating in a TASC event to dress appropriately for that activity. Unless

otherwise stated, event dress is casual and projects a positive image at all times. The TASC dress code exists to emphasize the values of TASC: citizenship, scholarship, cultural values, leadership, and human relations. The dress code allows all members of TASC to contribute to the positive image of TASC, and holds members to a higher standard that can be met by any school and student leader across the diverse state of Texas; it ensures a comfortable and respectful environment to be created at TASC events. To remain in good standing with TASC, the school's participants need to ensure they are in the dress code. Those attending TASC events must adhere to the following regulations:

#### **TASC DRESS CODE:**

- All garments should meet the following standards:
  - Be opaque (not see through);
  - Have sleeves (Garments with no sleeves may have a cover up added up to bring the garment into dress code.);
  - Have a front and back;
  - Fit at or cover the waistline;
  - Not show cleavage or chest;
  - Be no shorter than mid-thigh;
  - Have no rips or holes above mid-thigh through which skin shows; and
  - Not display or refer directly or indirectly to alcohol or alcoholic products, drugs or drug paraphernalia, tobacco or tobacco products, profanity, race, politics, violence, offensive language, gender, or sexuality;
  - Shorts
    - Are NOT permitted at TASC events held during the school year, but
    - Are permitted at summer programs and must be no shorter than mid-thigh.
  - Head coverings, except for medical or religious purposes, are not to be worn when inside a building.
- This dress code may be modified for performers or participants at specific TASC events. The costumes and times they may be worn must be approved by a conference committee/director.
- This dress code may be modified for specific events. Advisors will be notified of any changes a minimum of two weeks prior to the event by the assigned TASC designee and are responsible for communicating with all their participants such as TASC Summer or Advanced Workshops at the discretion of the directors.
- TASC/TASC Districts retain the right to modify a specified dress code for events outside the TASC state calendar.

(Updated July 2024)

## POLICIES RELATED TO SUMMER LEADERSHIP WORKSHOPS

1. Directors and Consultants are employed by the TASC Director and are expected to deliver curriculum and experiences that will teach goals and purposes as established by the TASC Board of Directors.
2. Workshop Director and Consultant Salary Schedule is differentiated according to the length and size of the workshop.
3. Assistant consultants and/or directors may be employed by the TASC Director for \$500 plus room and board at a workshop for which attendance the previous year exceeded 275 participants. Travel expenses are not provided. (Policy amended in 2012.)
4. Consultants/Directors in training may be employed for the purpose of training them to become consultants and/or directors. Compensation for CIT/DIT level 1 and 2 is based on the TASC salary schedule.
5. Director expenses at each workshop are limited. The director's budget is outlined later in this document.
6. Registration fee and room is paid for staff members to be determined by the needs of the individual workshop. Small group facilitators will be provided for groups of at least 23 (HS) and 18 (ML).
7. The TASC Director is authorized to increase or decrease charges for workshop room and board in direct relation to increased or decreased costs, rounded to the nearest dollar, quoted on the host university contract for that year.
8. The policy on competition in summer workshops is as follows: The TASC Board of Directors recognized that competition between hypothetical councils at Summer Workshops is a desirable motivational tool. However, the practice of accumulating points and declaring a "winning" council at the end of the week does not contribute to the concept that each individual, and thereby, each council, should be recognized for its unique strengths. Similarly, the Board of Directors feels that the selection of an outstanding boy and/or girl at a workshop or in individual councils should not be practiced. Each director of a workshop, in cooperation with the consultant, is asked to provide suitable competitive experiences within the context of this policy.
9. A consultant or director at a TASC workshop is allowed to assume formal responsibility for a student not from his/her own school council if the student/adult ratio is not exceeded and the principals from both schools approve.
10. TASC registration fee is set as to net \$20-25 per person (to cover staff development) in addition to the per person rate quoted by the university and any additional costs authorized by the TASC Board for insurance, staff, T-shirts, pizza, etc.
11. TASC allows schools to submit school registration online with the understanding that no cancellations are allowed less than one month prior to the workshop.
12. Cancellations and refunds will be permitted until one month prior to the start date of a particular event or workshop and must be made in writing to the TASC office. When applicable, the refund amount will be applied to the balance due. Each time a cancellation is made, there will be a transaction fee ( $\frac{1}{3}$  of the registration fee) assessed per individual cancellation. No refunds or credits will be given for cancellations made less than one month prior to the start date of an event/workshop. Refunds will not be provided for event/workshop no-shows, regardless of the situation.
13. Each delegate at four-night workshops will receive a summer workshop t-shirt.
14. The number of student delegates at a specific workshop that each student council is allowed to register for a four-night workshop is limited to 18. At HS workshops NHS advisers may register 18 students. Thirty-six students including student council and NJHS students per school may attend ML workshops. There must be one adult advisor or principal designee at the workshop per 15 students. NJHS chapters are allowed registration at all ML Summer Leadership Workshops.
15. All students and adults attending a workshop will sign a participant agreement form that outlines the workshop expectations (see participant agreement forms published later in this document).
16. All adults attending a workshop will sign a criminal disclosure form.
17. If TASC must cancel a three or four-night workshop due to lack of registration, the director and consultant will each be paid an honorarium based on the TASC salary schedule. If TASC must cancel a one-day workshop, the director and

consultant will each be paid a \$75 honorarium. The registration bonus will not apply to a cancelled workshop.  
(Amended August 2016)

18. All adults and JC's at workshops which are four nights or longer must have child abuse/molestation training and show proof of mastery of the material.

## TASC SUMMER LEADERSHIP WORKSHOP GOALS & PURPOSES

**Mission Statement:** TASC summer leadership workshops will provide students with experiences and training which will develop leadership skills designed to improve the effectiveness of local level student councils and prepare students for lifelong leadership roles.

Workshop curriculum is based on the belief that leadership skills can be acquired through instruction, experiential learning activities and practice. Participants in a TASC Summer Leadership Workshop will be provided with experiences that teach concepts needed to operate an effective student council and develop leadership skills. Participants should expect to gain an understanding of the four major areas of competency outlined below:

### I. Student Council Operation

- Purpose and functions of a student council (based on TASC Minimum Standards)
- Concept of being governed by a local constitution
- Budgets and financial structure
- Relationship to school administration
- Officer & member job descriptions
- Basic meeting skills (parliamentary procedure, agendas, minutes)
- Voting and election procedures

### II. Project Planning

- Steps to design, implement and complete projects
- Brainstorming
- Project proposals
- Evaluation tools
- Organization and function of committees
- Idea sharing
- Public relations and marketing of events

### III. Team Building/ Group Dynamics

- Purpose of groups and teams
- Respect for others and diversity in groups
- Group processes and decision making
- Group and business etiquette
- Conflict management
- Listening and communication skills

### IV. Personal Leadership

- Goal setting
- Time and resource management
- Ethics and decision making
- Self evaluation and awareness
- Public speaking and presentation skills
- Civic responsibility
- Personality styles
- Leadership styles

## TASC ABUSE AND MOLESTATION POLICY

Texas Association of Secondary School Principals, Texas Association of Student Councils, Texas Association of Future Educators

**STATEMENT OF POLICY:** Professionals, employees, and volunteers of the Texas Association of Secondary School Principals (TASSP), the Texas Association of Student Councils (TASC), and/or the Texas Association of Future Educators (TAFE) shall not engage in sexual abuse, sexual harassment, sexual misconduct, physical abuse, and/or emotional mistreatment of children, youth and adults.

Persons in the role of leadership with children, youth, and adults shall include all employees and volunteer staff who have direct or indirect contact with any and all who participate in any activities or events sponsored by TASSP, TASC or TAFE.

### DEFINITIONS:

1. **Sexual Abuse:** Sexual abuse means unwanted physical contact of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or (5) deviant sexual conduct such as fondling of a child, youth, or adult in the program or at sponsored activities.
2. **Sexual Harassment:** Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.
3. **Sexual Misconduct:** Sexual misconduct means a chargeable offense.
4. **Physical Abuse:** Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury caused by a caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult.
5. **Emotional Mistreatment:** Persistent or extreme thwarting of a child's, youth's, or vulnerable person's basic emotional needs (such as the need to feel safe and accepted).

**Implementation:** Professionals, employees and volunteers shall be provided a copy of this policy and shall receive training information to assist in the implementation of this policy.

**Making a complaint:** Persons who have knowledge of possible violations of this policy by professionals, employees or volunteers should report to appropriate supervisors and administrators. The administration will take action in investigation, reporting and due process, and take action to seek justice.

**Introduction:** It shall be the policy and covenant of each organization, TASSP, TASC or TAFE, to do everything in its power to prevent physical, emotional or sexual abuse against children, youth and adults involved in its operations and with any event sponsored by TASSP, TASC or TAFE. Each organization, TASSP, TASC or TAFE, is aware of its legal responsibilities and the need to comply with those responsibilities. Each organization, TASSP, TASC or TAFE will go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

**Scope:** This policy and its provisions shall apply to all professionals, employees and volunteers who have any direct or indirect contact with children and/or youth and/or adults who participate in any activities or events sponsored by TASSP, TASC or TAFE.

### Screening for Volunteers or Staff:

- Careful screening is one way to prevent the abuse of children, youths and adults. Screening calls for careful gathering and review of information in search of persons who can and will provide safe and caring supervision in a safe environment.
- Prior to employment as a paid staff person or acceptance as a volunteer, each prospective worker shall be required to complete and sign the application form. By signing the form, applicant gives the respective organization TASSP, TASC or TAFE, permission to contact references, conduct criminal background check (if indicated), search official records, and perform any other investigation necessary to enable a complete review and evaluation of the application.
- All employees directly hired and all volunteers directly accepted by TASSP, TASC or TAFE who are not current employees of a school district will be screened by such organization prior to employment or acceptance.
- In all cases where an event or activity sponsored by TASSP, TASC or TAFE involves school districts or school campuses sending students to attend, monitor or participate in such event or activity, it is the responsibility of the school district or school campus administration to conduct the screening process and certify to the sponsoring organization that all sponsors, advisors, directors, or other personnel or volunteers accompanying the students have been properly screened and approved to supervise students.
- Incidents occurring at an event or activity sponsored by TASSP, TASC or TAFE which involve school district or school campus employees, volunteers, or students who are attending the event or activity are considered extensions of the school guidelines and policies of the school district sending them to the event or activity, making the resolution of any such incident the primary responsibility of such school district.

The Program Director of the event or activity shall be responsible for the conduct of the screening process:

- He shall receive and review all completed application forms, rejecting those, if any, which are not completed and properly signed.
- He shall evaluate each application form and determine the need for and extent of any investigation necessary to determine eligibility of the applicant.
- He shall check references and conduct other investigation he feels is necessary to determine the fitness of the applicant.
- He shall follow training provisions outlined in Texas Education Code, Chapter 51, Subchapter Z, §51.976, Training and Examination Program for Employees of Campus Programs for Minors on Warning Signs of Sexual Abuse and Child Molestation.
- He shall approve or disapprove each application and promptly notify each applicant of his decision. If the investigation of any application raises a serious question as to the fitness of the applicant, the application shall be disapproved.

Notwithstanding the forgoing, the application must be disapproved by the Program Director if it is determined from the investigation or otherwise that:

- The applicant has been involved in any activity in which he abused or exploited children, youths or adults; or
- The applicant has been convicted of a crime against children, youths or adults.

Notwithstanding the decision of the Program Director, the sponsoring organization of each event or activity reserves the right to disapprove any application.

Results of all screening activities shall be kept confidential.

Reporting Incidents:

1. When the necessity of reporting occurs, the protection of children, youths and adults must be paramount.
2. Reporting:
  - a. Immediately upon receipt of an allegation of violation of policy the Director of the Program or the Associate Executive Director or the Executive Director of TASSP shall be notified.
  - b. The Executive Director or his/her designee shall notify the insurance carrier.

- c. The Executive Director or his/her designee shall notify the Crisis Management Team.
  - d. The Executive Director or the Crisis Management Team will facilitate reporting to SRS and/or law enforcement agencies, as appropriate according to State and Federal reporting guidelines.
3. The person against whom an allegation has been made (Respondent) immediately will be suspended from working with children, youth, adults.
  4. If a minor is involved, that person's parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crises Management Team.
  5. The Crisis Management Team shall assist the investigation of the complaint and the process to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions on all complaints shall ultimately rest with the Board of Directors of TASSP.
  6. The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of person or persons involved. In addition, the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made and actions taken by the Crisis Management Team are to be documented.
  7. If a formal complaint is made, the Crisis Management Team shall provide the Respondent with a copy of the complaint.
  8. Those making the allegations (Complainant), the parent(s)/guardians(s) of any minor involved, the Respondent, and any person who supervises such persons shall be notified of any results of the investigating and final decision of the Crisis Management Team. In all cases, all documentation shall be retained in a confidential, personal file.
  9. The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response will come from the Executive Director of TASSP or from his/her designee.
  10. It shall be the goal of TASSP to provide supportive care to both the Complainant and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.
  11. If the Complainant should desire to appeal the decision of the Crisis Management Team or the Board of Directors, legal counselor will be consulted.

*The Crisis Management Team, appointed by the TASSP Executive Director, consists of: TASSP Associate Executive Director, TASSP Director of High School Services, TASSP Director of Middle Level School Services, TAFE Director, and the TASC Director.*  
*Updated 3/9/11*

## POLICIES RELATED TO THE HIGH SCHOOL ANNUAL CONFERENCE

1. Each individual advisor is responsible for the housing, transportation, conduct and supervision of their student delegates.
2. \*Schools may bring 5 voting delegates, 12 non-voting delegates, plus an additional non-voting delegate for each of the following:
  - a. Table talk leader (up to two for two table talks topics submitted)
  - b. District officer school or district coordinator for current or upcoming year
  - c. Candidate for state office
  - d. Current state officer school
  - e. Serving on a conference committee
  - f. Submitted an entry to district for Energy/Environment school recognition
  - g. Submitted an entry to district for D.A.S.H. recognition
  - h. Submitted an entry to district for Pride and Patriotism recognition
  - i. Submitted an entry to district for Outstanding Student Council recognition
  - j. Submitted an entry to district for Community Service
  - k. Submitted an entry for Top Ten Projects
  - l. Submitted an entry for Top Ten Video Project
  - m. Submission of application for National Student Council's of Excellence Award
  - n. Submission of TASSP Council Scholarship Application
3. \*The conference coordinator school should bring 5 paid voting delegates and an unlimited number of additional students needed to fulfill duties related to the conference.
4. Schools seeking state office must follow the guidelines outlined in the formal Campaign Rules and Regulations.
5. \*Based on conference facilities, TASC will allow a limited number of guests to register without payment. Those may include a school administrator, one guest per candidate school, and up to four guests per state officer school (student officer representative family members).
6. The registration fee is set by the Board of Directors and includes a conference T-shirt for pre-registered delegates.
7. All attendees, other than the aforementioned guests and additional conference coordinator school students, for any part of the conference must be registered either as guests or paid attendees.
8. The TASC Board of Directors has set a no refund policy once the deadline for cancellation has passed. If registration is not cancelled in writing by the stated deadline, schools will be charged the full amount for the registered delegates.

### Middle Level Attendance at the High School Annual Conference:

9. All middle level advisors are invited to attend the Annual Conference.
10. Middle level schools are excluded from the Annual Conference, except that the:
  - a. Middle level district president or coordinator schools, the schools of middle level Board of Directors members, and the Middle Level Conference Coordinator School may each bring up to five delegates.
  - b. Middle level schools awarded Top Project or Top Video at the Middle Level Annual Conference in the preceding fall of the current school year may bring up to five delegates.
11. No one middle-level school may bring more than 5 student delegates in one year even if multiple categories apply to that school at one time.

### Exhibitors at the High School Annual Conference

12. TASC will invite commercial firms to exhibit at the Annual Conference. Student travel firms may be approved as exhibitors if student travel is well supervised and their policies meet appropriate safety and security measures.

\*This policy may be modified by the TASC Director should conference facilities create the need to limit attendance, or circumstances cause the need to increase numbers who can register per school.

## ON-SITE TASC OFFICER SCHOOL ELECTION: CAMPAIGN RULES AND REGULATIONS



### On-site TASC OFFICER SCHOOL ELECTION CAMPAIGN RULES AND REGULATIONS

*Revised by Board of Directors, July 2024*

TASC expects all candidate schools to know and abide by the rules and regulations. Any questions or suggestions before the filing deadline should be emailed to [patty@tassp.org](mailto:patty@tassp.org), the TASC Director. Please request a read receipt. Following the filing deadline, questions should be emailed to the TASC Vice President School’s advisor. Please request a read receipt.

**NOTE: All campaign materials, including the skit, should reflect the HIGH STANDARDS of the Student Council and TASC in a positive manner.**

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## OVERVIEW

### I. Goals

- A. To equalize opportunities among schools of different sizes, economic resources, etc., seeking to run for office.
- B. To allow each candidate school an opportunity to present its views.
- C. To ensure an organized and safe campaign for all entities involved.

### II. Filing for Office

- A. Schools should file for state office as early as possible, but the final application is due no later than **sixty (60) days prior to the established date of the State Annual Conference**, as required by the TASC Constitution. Modifications on early submissions may be made up until the 60-day deadline.
- B. An application and letter of intent signed by the advisor and school principal is required to file for office officially.
- C. Each candidate school must fill out the candidate resume form with its intent to run packet. All required campaign documents submitted by the candidate schools will be posted on the TASC website.
- D. Any candidate school may request contact information of registered schools for state annual conference from the state office for campaigning purposes between the early bird deadline for State Annual Conference until up to two weeks before the conference.

### III. Statement of Standards

- A. All campaign materials should
  - 1. Reflect the Campaign platform
  - 2. Showcase the qualifications of your school/council
  - 3. Be in good taste
- B. Materials should NOT
  - 1. Include references to any other candidate school(s)
  - 2. Reflect violence
  - 3. Be demeaning or degrading to any gender, sexual orientation, race, and/or religion.
  - 4. Include any sexual innuendo (such as, but not limited to, cross-dressing, revealing clothing, suggestive language, and/or body language.) This applies to all multimedia materials.
- C. Dress Code - Candidate schools must follow the TASC dress code while campaigning and during skit performances unless there is a valid reason that an item is an integral part of a costume (ex: a hat, shorts, dance tights, etc.). Campaigning includes onsite campaigns, commercials, videos, still images, and social media posts. Costumes not meeting the TASC dress code must be approved by the Vice President school and TASC Director prior to the state annual conference.
- D. General Rule: If there is any question or doubt about whether something is inappropriate, it probably is, so avoid using it.

## PLANNING AND PREPARING

### IV. **Obligations and Duties of Elected Schools**

- A. Consult officer duties listed on the TASC website as specified by the TASC By Laws for specifics.

### V. **Candidate Requirements**

- A. Officer school candidates (student representative and advisor) must attend one (1) Prospective Officer Candidate Meeting. It is recommended that you attend the Prospective Officer Candidate meeting before filing.
- B. Candidate schools must be active members in good financial standing with TASC and their TASC District per the TASC Director prior to acceptance of the application
- C. Officer school candidates (student representative and advisor) must attend all online and in-person formal meetings for candidate schools conducted before, during, and after the TASC State Annual Conference. Failure to be on time and present at any formal meetings will result in the candidate schools being disqualified from the election.
- D. It is highly encouraged that the officer school candidate student representative has attended a TASC Summer Leadership Workshop or a TASC Advanced Workshop before holding office.
- E. Officer school candidates must name the student and the advisor who will represent the school (if elected) on the Board of Directors. **It is recommended that the student and advisor selected to represent the school on the Board have substantial experience in Student Council and TASC programs.** Both will be involved in policy discussions and decisions, so the more exposure and experience with TASC activities and programs, the more knowledge he/she will have in order to be an effective officer.

### VI. **Campaign Finance**

- A. Campaign expenditures are limited to \$1500.
- B. All items used specifically for the campaign must be listed in the expense report. This includes items distributed at the local, district, and state levels by the candidate school or by any other school or organization on behalf of the candidate school.
  - 1. **Purchased or rented items:** Items purchased or rented must be claimed at cost (actual amount spent). No furnishings may be “borrowed” from TASC or the conference center for use in the skit.
  - 2. **Donated Items:** Schools may accept donated items; however, these donated items must be counted against the \$1500 total. Reasonable market value or rental fee of the donated items must be assigned and noted in the Campaign Financial Statement.
  - 3. **School items:** Standard school uniforms (i.e., football, cheerleader, or drill team, etc.), school equipment (i.e., stage flats used in performances, audiovisual equipment, etc.), or school supplies (i.e., poster board, markers, paper, etc.) may be used in the campaign and will not be charged against the \$1500. If MOST schools would easily have access to a standard school item, it does not count against the \$1500. HOWEVER, if the school item used is not standard (i.e., special stage sets, specialty costumes, foam boards, display boards, etc.), the item must be accounted for at a reasonable, fair use amount.
  - 4. **Clothing/costumes:** Clothing that is purchased, made, rented, or borrowed to be used specifically in the campaign must be accounted for in the campaign financial statement. If t-shirts or clothing items are something that students would normally have, including Student Council t-shirts that do not refer to the campaign or election, the cost does not have to be counted. Student Council t-shirts or clothing items that refer to the campaign, the platform, the skit, or the election, regardless of when they are purchased and worn, must be counted.
  - 5. **Travel expenses:** No travel for the purpose of campaigning is permitted.
  - 6. **Campaign Party:** Any gathering for the purposes for campaigning is not permitted prior to the State Annual Conference.

7. **Campaign Materials:** Tangible campaign items must not be worn/distributed prior to the State Annual Conference at any TASC or TASC District events.
  8. **Electronic Hook-Ups:** The cost of extension cords, surge protectors, or any other electrical hook-up at the state annual conference is a cost that shall be charged against the \$1500 when borrowed from TASC or the conference center. This does not include the extension cord drop provided for any school who requests it for their political rally skit on Day 2.
  9. **General Items:** Any items easily accessible by most schools do not count against your budget but should be listed in the expense report. For example, a hammer, screwdriver, power strip, tape measure, ladder, wagon, drill, computer, or other general items that are available to most schools are considered general items. If you choose to have signage at your campaign booth, supplies to hang your sign (outside of standard school supplies) shall be charged against the \$1500. If you have ANY questions, contact the Vice President School and TASC Director.
- C. A preliminary financial statement showing the budget for the campaign must be submitted to the Vice President advisor and the TASC Director 45 days before **the Annual Conference**. (No receipts are due at this time.)
  - D. An official budget sheet must be presented to the Credentials Committee on Day One of the Annual Conference. (See the Excel spreadsheet provided for that purpose on the TASC website.) Please make three (3) copies of the budget sheet and attach copies of your receipts. If a receipt is not available, proof of cost can be obtained from walmart.com. The budget sheet and receipts shall be submitted to the Vice President school at check-in for verification by the Credentials Committee. The budget sheet should include all booth expenses, giveaway items, t-shirts, skit expenses, banner costs, and any miscellaneous expenses related to the campaign. The budget should not include expenses related to state annual conference registration, transportation, hotel, or food expenses.

**A statement to verify expenditures will be given to schools on-site which states:**

<p><b>I certify that (Name of school) has not had expenditures in excess of \$1500 for materials, outside labor, etc., in seeking the office of TASC_ (Position Running For).</b></p>	
<p><b><u>Advisor's Signature</u></b> _____</p>	<p><b><u>Date</u></b> _____</p>

**VII. Platform and Platform Title Clearance**

- A. A platform title and general platform description should be submitted when the candidate school initially files to seek office, but NO LATER than 60 days prior to the Annual Conference.
- B. Specific and thorough details regarding the campaign platforms and themes should be submitted to the TASC Director and the current Vice President School advisor as soon as possible. The final deadline to submit detailed platforms is **6 weeks prior to the Annual Conference**. Failure to do so is grounds for disqualification. Please see the Guide to Writing Your Platform document on the TASC website.
- C. All campaign platforms, campaign titles, and descriptions must be cleared through the Vice President School advisor in order to prevent duplication among candidate schools. Written communication from the TASC Director and/or Vice President School advisor will indicate clearance of the platform title and description.
- D. A school submitting a campaign platform or title that is similar to one previously submitted by another school will be advised of the duplication. It is politically inadvisable to use a similar title when running for the same office. In the case of exact replication, the second school submitting the campaign title or platform will be required to make a change to the submission.
- E. Campaigning via electronic communication or word of mouth may begin after title clearance from the TASC Director and/or Vice President School. See *XIII Campaigning Face to Face and through Digital*

*Materials/Social Media* for specifics regarding electronic campaigning.

- F. Campaign platform proposals that would cost TASC more than \$300 must include a plan for raising the necessary funds for implementation. Due to the budget and structure of TASC, campaign proposals may or may not be adopted by the TASC Board of Directors.

## SPEECH

### VIII. Speech

- A. The student representative will be required to deliver an introduction to their school's candidacy during the Opening General Session following a nomination and second. **The nomination, second, and introduction is not to exceed two minutes and 30 seconds.** Student representatives will be silently alerted when two minutes have passed. If the student representative continues beyond the two minute and thirty-second time limit, the school **will** be disqualified. The timing of the speech begins when the student nominating says their first word and ends when the last word is spoken.
- B. Speeches will be given in the same order as they are performed at the Political Rally. This is in order of their position on the ballot, which is determined by random draw.
- C. This formal introduction of the school's candidacy should specifically include the following:
  1. Nomination
  2. Second
  3. Acceptance of nomination
  4. Introduction of self and school
  5. Qualifications of school to serve in the position
  6. A detailed explanation of the platform
- D. Representatives from two separate schools should nominate and second the candidate school and representative. The student who will represent the school as a student officer should accept the nomination and should clearly be identified to voters as the school representative. An appropriate statement of acceptance could be: "If \_\_ high school is elected, I will do my best to..." **Please** write the nomination and acceptance speeches and include practicing them in your speech so you will not be surprised by the extra time. You may use part of your allotted skit practice to practice your speech if you would like, but it is not required.
- E. Students from current officer schools, conference coordinator school, TASC elected advisor schools, or schools represented on the Credentials, Tabulations, or Meet the Candidates Session Committees may **not** nominate or second a candidacy.
- F. Nothing may be tossed or thrown into the audience during the speech.

## SKIT

### IX. Skit Prep

- A. A rough draft of your skit with dialogue, video and sound clip notations, and stage directions is **due 45 days prior to the state annual conference start date**.
- B. The final draft of your skit with dialogue, stage directions, costumes, lighting, and media cues is due 2 weeks prior to the state annual conference start date.
- C. Each candidate school is required to complete a **full-dress rehearsal** (costumes, stage set, etc.) and to rehearse its skit in its entirety on the convention center stage on the first day of the state annual conference so there are no surprises for the stage manager or the Credentials Committee during the Political Rally. If the costumes or dress are different from the approved dress, the new dress must be approved before taking the stage by the Vice President School.
- D. Each school will be allotted approximately 10 minutes; the number of schools running for office will determine the final length of rehearsal time. A schedule will be sent to candidate schools before the state annual conference start date.
- E. The time allowed for rehearsal is to rehearse and make necessary adjustments based on the stage. In addition to dress rehearsal, the time provided may also be used for speech practice.
- F. A rehearsal schedule will be sent to each candidate school approximately two weeks before the state annual conference. Schools must be on time. Skits will be rehearsed in the same order as they are performed at the Political Rally. This is in order of their position on the ballot, which is determined by random draw.
- G. Representatives from the Credentials Committee will be present during skit rehearsal to monitor the appropriateness of skits (see "standards" statement above). If anything in the skit is determined to be inappropriate by the Credentials Committee, the candidate school must remove or replace the line/behavior/song/etc. from the skit. If the banned portion of the skit is performed during the skit at the Political Rally, the skit may be stopped, and the candidate school will be disqualified for violation of campaign rules and regulations.
- H. Each candidate school must send one student and advisor to the required technical meeting of all schools to tour the skit area prior to the start of skit rehearsals. The school may also send up to one tech student, but it is optional.

### X. Political Rally

- A. Each school will have seven minutes during which time **setup occurs, campaign skits are performed, and the stage is exited**. Schools will receive a silent notification after six and one-half minutes, after which schools will have 30 seconds to complete all presentations and exit the stage. Any continuation of the presentation beyond the allotted seven minutes will result in disqualification. The Parliamentarian School will provide a large clock/timer to be set offstage (center) and visible to the candidate schools.
- B. Timing for the skits at the Political Rally begins when the first person from the candidate school steps on stage and will continue until the last person in the candidate school exits the stage. Anything brought onto the stage for the skit should be removed from the stage in your allotted time. Candidates should practice the timing of entering and exiting the stage prior to the state annual conference.
- C. For technical specifications, candidate schools should refer to the official *State Officer Campaign Skit Technical Guidelines* document. This document provides detailed specifications concerning scripts, music, video, lighting, power, and microphones.
- D. Skits should reflect the candidate school's platform and a call to action for TASC schools rather than being solely for entertainment.
- E. The space available on stage at the Convention Center for skit performances is approximately 30' wide by 20' deep.
- F. In the event of any mechanical or technical delay, an extension equal to that amount of time will be added to the presentation. Please remember that any audience participation is included as part of the

seven minute total.

- G. All presenters will enter from backstage, specifically entering from one side and exiting from the opposite side as directed by the production company (traditionally entering stage right and exiting stage left).
- H. Do not plan to hang a backdrop from the battens at the convention center for the skit. If a backdrop is necessary, plan to use a freestanding frame.
- I. On the day of the Political Rally, each candidate school's skit performers will line up in performance order. A representative from the Vice President School will escort schools to this area. Schools will have pre-set all set pieces/props during rehearsal in the designated storage space. The space may or may not include a wall to lean items against. Please consider this as you plan. The conference coordinator school will provide students that act as guides once schools are in the holding area.
- J. All sets and props must fit in a designated storage area, approximately 3'x4', and through a standard 7' x 3' door frame.
- K. Schools may leave props and sets behind the curtain after their skit is completed in a pre-marked area. All props and set pieces must be removed from the backstage area **immediately** after the Political Rally is completed.
- L. If a candidate school plans to use technology in the skit or campaign and the technology is not addressed in the *Technical Guidelines* document, the candidate school must contact the Vice President advisor and TASC Director before proceeding to verify availability.
- M. A limit of twenty-five (25) registered student delegates may participate in the campaign skit performed on Day Two. A practice time will be given on Day One, and all students participating in the skit **MUST** attend the practice in costume.
- N. No one may come to the stage from the audience as part of the skit. All stage skit participants must enter from backstage. Nothing may be tossed or thrown to/from the audience during the skit.
- O. No fire code violations or TASC safety issues (running in the aisles, standing on chairs, etc.) are allowed as a part of the skit or the campaign. If you have any questions, contact the Vice President school and the TASC Director.

## CAMPAIGNING

### XI. Campaign Materials

- A. Candidate schools may unload materials at the state annual conference in the morning on Day 1 according to the schedule provided. They should report to the campaign area with all budgeted items, but should not begin to unpack anything or set up their booths. Please pack your items according to your campaign budget sheet. This will make for a more efficient check-in process.
- B. Candidate schools will submit any required documentation and three (3) copies of their budget report to the Vice President at the check-in table in the campaign area upon arrival prior to verification.
- C. The Credentials Committee will begin checking each candidate school's budget form and materials after check-in. All documentation will be checked and approved, but no one may begin unpacking and setting up until the official notification is given for all schools to begin setting up their booths.
- D. A meeting with the production company will take place the morning of Day One in the general assembly room. The student representative and the advisor are required to attend the production meeting. The school may also send up to one tech student, but it is optional. Please see the Technical Guidelines to reference the materials needed for the meeting.
- E. It is recommended to have signage for your campaign booth. Signage for your campaign booth can be up to 3'x 8' and made out of the material of your choice. Each booth will have a piped and draped wall. Supplies to hang your signs such as "S-hooks" are not provided and must count towards your budget. If the convention center cannot provide the pipe and drape for all campaign booths, then it will not be provided for any. Candidates will be notified as soon as possible if this is the case.
- F. Other Materials
  1. Campaign materials may include "give-away" items. No noise makers are allowed as a "give away," and all novelty items must be approved by the Vice President School and TASC Director BEFORE the items are ordered. Past candidate schools have advised that approximately 3,000 are needed. Please verify tentative numbers with the Vice President school and TASC Director before purchasing.
  2. All campaign "give-away" items must be wearable. No food, snacks, or drinks can be used as "giveaway" items. Stickers or gummed-backed items are not allowed, with the exception of badge ribbons or self-adhesive bracelets.
- G. **Not acceptable during any part of your campaign are the following:**
  1. Helium balloons, rubber balls, etc.
  2. Confetti-type materials or fog machines
  3. Gummed labels, stickers with gummed backing (with the exception of badge ribbons or self-adhesive bracelets), band-aids, etc.
  4. Hooks, screws, or nails for hanging materials
  5. Skateboards, roller blades, roller-skates, or similar items
  6. Combustible or explosive materials including fireworks, flash powder, etc.
  7. Glitter

### XII. Distribution of Materials at the TASC State Annual Conference

- A. All distribution of tangible campaign materials by candidate schools must CEASE before the first General Session begins on Day 1.
- B. No tangible materials may be distributed prior to the TASC State Annual Conference.
- C. Campaigning may be conducted, and materials may be distributed according to the following schedule, provided it does not interfere with any other conference activity.
  1. Campaigning may begin after **clearance by the Credentials Committee** and cannot occur during the general sessions, breakout sessions, or table talk sessions. The project may be presented as a table talk, but without platform or campaigning elements.
  2. All materials related to the campaign booth must be broken down before the first general session and removed based on the schedule distributed prior to the State Annual Conference

by the Vice President School and TASC Director.

- D. All distributed items are to be passed hand-to-hand and must be worn excluding social/digital campaign material.
- E. No distribution of materials may take place in the general session room at any time. Nothing is to be thrown into the audience during the candidate's speech or political rally (skit).
- F. Campaign materials may **NOT**:
  - 1. Be posted on doors, walls, door handles, curtains, or other fabrics.
  - 2. Be hung from light fixtures, air conditioners, air supply ducts, return air grills, or diffusers.
  - 3. Obstruct exits.
  - 4. Be plugged into any exit light fixture or socket.
  - 5. Black-out or deface an exit light or obstruct it from its original line of sight.
  - 6. Be posted in hotels or outside the convention center.

### XIII. **Campaigning Face to Face and through Digital Materials/Social Media**

- A. Once your campaign platform has been approved by the Vice President School and TASC Director and is posted on the TASC website, you may begin campaigning face to face and through digital materials and on social media; **however**, any financial expenditures (including social media, digital applications, etc), must be reflected in your campaign budget.
- B. Tangible campaign items must not be worn/distributed prior to the State Annual Conference at any TASC or TASC District events.
- C. Each candidate school may create digital campaign material. Digital content may include the following: websites, videos, graphics, and other digital materials and should follow the statement of standards.
- D. Social media campaigning by the candidate school must also follow the in person campaigning guidelines but can occur at any time prior to and during the state annual conference.

### XIV. **Booths**

- A. Each candidate school will be assigned a designated booth space in the specified area of the convention center. Two 6' or 8' tables and two chairs will be provided as long as there is enough space and enough are available. Candidate schools will use the allotted space to create a campaign and informational booth. The space will be "open" meaning there will be no wall available to use as support for any structure created. The booth structure, as well as any activities (games, etc.), may not be set up or conducted outside of the allowed space.
- B. Booth location is determined by a drawing, and a draft diagram will be sent to each candidate school at the candidate informational zoom.
- C. An informational storyboard about your school's qualifications and platform must be included in your booth.
- D. Noisemakers, musical instruments, amplifiers, speakers, and other approved demonstration materials may be used only inside a candidate school's booth on Day 1 and may not detract from others' booths.
- E. Electrical hook-ups for booths may be available on-site. Candidate schools should inform the Vice President School and TASC Director of the need in advance and must provide their own extension cords and surge protectors. Candidate schools will be financially responsible for any electrical hook-ups if a cost is incurred. This cost must be included on the campaign budget report.
- F. All materials related to the campaign booth must be broken down before the first general session and removed based on the schedule distributed prior to the State Annual Conference by the Vice President School and TASC Director.

### XV. **Meet the Candidates**

- A. The student who will represent the school on the board, if elected, will be required to participate in a Meet the Candidates Session. Each candidate school's student representative will be asked questions from delegates in attendance regarding platform and qualifications. The Meet the Candidates Session will be conducted by a conference committee led by the current Parliamentarian School. The

procedures for the Meet the Candidate Session are as follows:

1. We will have four Meet the Candidate sessions:
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Parliamentarian
2. The moderator will be the current state student representative for each office and will introduce themselves and give a brief description of the office.
  - a) Moderator will give each student candidate one minute to introduce themselves and their platform.
  - b) Students will receive time cue warnings.
  - c) Schools will be introduced in alphabetical order.
3. After all schools have introduced themselves, we will move to the question/answer segment.
  - a) All students will be asked to answer the same questions.
  - b) The moderator will alternate who is asked the question first.
  - c) Each Student Representative Candidate will have one minute to answer each question and will be given time cues.
  - d) This process will repeat throughout the session.
4. The following are required to attend this session:
  - a) All candidates seeking the position, along with their advisors
  - b) Current State Officer student and advisor for that position
  - c) Meet the Candidate committee members assigned to that room (Student & Advisor)
  - d) Parliamentarian school members
5. Questions will be submitted for consideration by conference delegates.
6. Questions selected for use will be determined by the Meet the Candidates committee.
7. Officer Candidate Student Representatives are encouraged to wear business attire for the Meet the Candidate Session.

## ELECTIONS

### XVI. Campaign Delegation

- A. According to the TASC Constitution, the Board of Directors shall determine the number of delegates each school may bring to the Annual Conference. Candidate schools must follow the current guidelines for registering a delegation to the TASC Annual Conference.
- B. No non-registered students or adults may attend any conference activity unless approved a minimum of two weeks in advance by the TASC staff. All approved guests must check in with the TASC staff and wear a valid name badge and wristband.

### XVII. Elections

- A. The election shall be by secret ballot and shall be held following the Political Rally.
- B. Position on the ballot is determined by a drawing.
- C. Only advisors may pick up balloting materials.
- D. Elections will be determined in the manner as outlined in the TASC Constitution.
- E. Run-off Election Guidelines
  - 1. If a run-off is required, candidate schools involved in the run-off will be notified by the Vice President School.
  - 2. A run-off will be announced as soon as possible pending the appeals process after the post-campaign meeting on Day Two.
  - 3. In the case of a run-off, the same procedures as used for the original elections will be utilized.
  - 4. All schools involved in a run-off election may campaign **verbally and digitally** only once informed of the run-off campaign.
  - 5. T-shirts and costumes may be worn at any time on Day One and Day Two by any candidate school regardless if they are in a run-off or not. T-shirts and costumes may not be worn on Day Three.
  - 6. Day Three campaigning is only allowed digitally and on social media. Candidate schools should not campaign in person in any way.
- F. In the event of a tie vote in a run-off election, the school with the greatest number of votes in the general election on Day Two will win the election. In the event that two schools have a tie vote in both the general election and in the run-off election, the current TASC board members on site will convene during the Annual Conference to select a school to fill the office.
- G. In the event a school running unopposed for an office is disqualified, the current TASC board members on site will convene during the Annual Conference to select a replacement from the remaining qualified candidate schools.
- H. Election results will be announced at the Final General Session. The student representatives from the newly elected officer schools will report to the stage when announced for a formal induction/oath of office before the close of the general session.

## VIOLATIONS AND APPEALS

### XVIII. Campaign Violations

- A. A violation of any campaign rule or regulation may be considered grounds for disqualification. It is the responsibility of the candidate school members and advisor to read and understand the campaign rules and regulations. When in doubt, ask the Vice President School and TASC Director.
- B. Any report of suspected campaign rule violations any time during or prior to the campaigning should be made immediately to the Vice President School or President School Advisor. Depending on the severity of the alleged violation, the offending school may be asked to correct the infraction. A candidate school may be disqualified if the violation is intentional or flagrant. Each candidate school should avoid using any questionable materials or procedures that circumvent the intent of campaign rules.
- C. The Credentials Committee will consist of at least 3 schools (or any higher odd number based on the number of candidate schools) represented by an advisor and 2 students. The committee members will lead the discussion and have the voting power while the Vice President School advisor and student are responsible for bringing the violation document and pertinent information surrounding the violation to them only without opinion or vote. The Director of TASC will be present at all meetings without voting rights to ensure the adherence to policies and procedures.
  1. The credentials committee will consider the following questions as well as similar questions:
    - a) *Was the violation a fixable offense that they were given the opportunity to amend? Was it then followed by a correction from the candidate school?*
    - b) *Is the violation intentional or unintentional? Flagrant or slight?*
    - c) *Did the violation give the school an unfair advantage in the election?*
    - d) *Does the severity or technicality of the infraction warrant disqualification?*
- D. A campaign violation is a breach of the rules. There are two ways that a campaign violation may be reported. One is that a Vice President School and/or Credentials Committee member observes(s) a violation before or during the Annual Conference. The second is when another school reports a violation by filing a formal complaint in writing against the school campaigning for the office. Filed Campaign Violation Complaint Forms can be requested by the offending school with personal identifying information redacted.
- E. A formal complaint may be filed against a candidate school by another school. The complaint must be filed within one hour if the violation occurs at the state annual conference. If the violation occurs during a general session, the time to submit a formal complaint starts at the conclusion of that general session. If a violation occurs prior to the annual conference, the complaint must be filed via the form found on the TASC website within 3 days of the observed violation to the Vice President School's advisor. If a complaint is filed on site at the conference, the school filing the complaint must fill out the appropriate form (found on the TASC website or at the Vice President booth at the state annual conference) and give it to the Vice President School advisor or President School advisor at the state annual conference. Complaints will be taken to the Credentials Committee. A complaint about run-off campaigning must be filed before 8:30 a.m. CST on Day Three of the annual conference. Remember, only digital and social media campaigning are allowed on Day Three. A complaint will be examined, and a decision will be made as quickly as possible.
- F. If a violation is reported, the Vice President School advisor and/or a Credentials Committee member will speak to the offending school's advisor in an effort to allow the candidate school to correct the violation. If the offending school refuses or is unable to correct the violation, then the school will be disqualified. Campaign Violation Complaint Forms can be requested by the offending school with personal identifying information redacted.
- G. A time violation on the two minutes and thirty-second speech on Day One or the seven (7) minute skit on Day Two will result in disqualification.
- H. Failure to be on time and present at any formal meetings will result in disqualification.
- I. The Campaign Violation Formal Complaint Form is printed at the end of this information and will be

available on the TASC website and at the Vice President School booth at the state annual conference on day one. The appeal form is printed at the end of this information and will be available on the TASC website and at the Vice President School booth at the annual conference. On subsequent days of the conference, the forms will be at the TASC Welcome Booth.

**XIX. Appeal Process**

- A. Candidate schools have the right to appeal a Credentials Committee decision following proper appeal procedures. Candidate schools may appeal by submitting an appeal form within 30 minutes of being notified of being disqualified. Forms are on the TASC website and located at the credentials committee table at the state annual conference on day one. On subsequent days of the conference, the forms will be at the TASC Welcome Booth. Appeals must be submitted to the Vice President or President school advisor.
- B. The appeals committee reserves the right to consider all extenuating circumstances in making their decision.
- C. The appeals committee will consider the following questions as well as similar questions:
  - 1. *Was the violation a fixable offense that they were given the opportunity to amend? Was it then followed by a correction from the candidate school?*
  - 2. *Is the violation intentional or unintentional? Flagrant or slight?*
  - 3. *Did the violation give the school an unfair advantage in the election?*
  - 4. *Does the severity or technicality of the infraction warrant disqualification?*
- D. Appeals will be voted on by an appeals committee consisting of the following board members: Past President Advisor if on-site, Elected Advisors to the Board who are on-site, and elected officer school students and advisors. The Director of TASC will be present at all meetings without voting rights to ensure the adherence to policies and procedures. Decisions made by the appeals committee are final and may not be appealed.

## **TENTATIVE CAMPAIGN SCHEDULE OF EVENTS FOR CANDIDATE SCHOOLS**

MISSING A MANDATORY EVENT WHEN THE FINAL SCHEDULE IS GROUNDS FOR DISQUALIFICATION

DATES AND TIMES ARE SUBJECT TO CHANGE

**September 30, 2024, November 12, 2024, December 16, 2024, or January 14, 2025, 7:00 p.m. CST - MANDATORY Prospective Candidate Meeting Zoom. Advisor and candidate must attend one meeting.**

**January 28, 2025**- Deadline to file for state office and submit general campaign platform. (60 days prior to the state annual conference)

**February 4, 2025, 7:00 p.m. CST - MANDATORY** Candidate Informational Zoom. This is not the same thing as the [Prospective Candidate Meeting Zoom](#).

**February 12, 2025** - Preliminary financial statement due. (45 days prior to the annual conference. No receipts are due at this time.)

**February 15, 2025** - Deadline for submitting specific and thorough details regarding campaign platforms, themes, preliminary financial statements, giveaway items, and detailed skit descriptions (including any reference to a particular movie, song, TV program, etc.) to the state office and Vice President School for approval. (6 weeks prior to the state annual conference)

**Day 1 - March 29, 2025** - 3 copies of the final budget with receipts attached due upon arrival.

**9:00 A.M.** Candidate schools may begin unloading materials at the Convention center. Do not begin any type of assembly or setting up until notified of clearance by the Credentials Committee. Candidate schools may open boxes and get materials organized for set up, but NO ASSEMBLY of materials should occur.

**10:00 – 10:30 A.M** Candidate School Meeting/Tour Stage Area/Technical Issues Meeting (MANDATORY) The advisor and student representative from each candidate school will meet with the Chairpersons of the Credentials Committee and TASC staff. The person(s) who will be in the booth providing cues to the Production Company during your skit should report to this meeting. Meeting participants should report to the back-left corner (facing the stage) of the Convention Exhibit Hall (Main Assembly Room).

**10:00 A.M.** The Credentials Committee checks each candidate's campaign materials. (posters, booth materials, handouts, skit props, financial report/receipts, etc.) Booth setup must not begin until the Credentials Committee notifies all candidates. **(MANDATORY)** – all candidate materials must be unloaded by this time for the Credentials Committee to begin checking materials.

**11:30 A.M.–3:45 P.M.** Speech/Skit Rehearsal (MANDATORY) This may vary depending on the number of candidates. A specific schedule will be sent out prior to the state annual conference.

**12:00 - 7:00 P.M.** Conference Registration/Exhibits open - Campaigning allowed upon approval of the Credentials Committee.

**7:00 P.M.** All items from booth area should be out of the convention center

**7:30 - 10:00 P.M. Opening General Session.** Student rep from each candidate school, nominator, and second will deliver a combined two minute and thirty second speech introduction to the school's candidacy during this session.

## **Day 2 - March 30, 2025**

**7:30 - 9:00 A.M** Campaigning allowed

**8:00 - 8:45 A.M. Meet the Candidates Session (MANDATORY)**

The student representative from each candidate school will be given an opportunity to discuss qualifications and platforms in a guided format. **The audience, made up of a delegate from each school, will be allowed to submit questions.**

**9:00 - 11:30 A.M. General Session & Political Rally (MANDATORY)** Note: All campaign materials (skit props, booth, signs, etc.) must be removed from the Convention center immediately after the rally.

**12:45 - 1:30 P.M Balloting for Officer Schools**

**4:00 – 4:45 P.M Candidate school post campaign session** at the Convention center with TASC Staff. Student designee and advisor from each candidate school are required to attend. **(MANDATORY)**. If a run-off is necessary, a notification will be sent following the post campaign session.

**~5:00 - 10:00 P.M Six Flags Over Texas**

## **Day 3 - March 31, 2025**

**8:30 - 9:15 A.M Run-off balloting, if necessary**

**9:30 - 11:00 A.M. Final General Session - (MANDATORY)**

Winners will be announced at the end of the last general session. The student representative from the winning school will come to the stage to take an oath of office.

**11:30 A.M New officers (student & advisor) will meet with TASC staff** immediately following close of session. **(MANDATORY)**. This meeting may run over an hour.

## Campaign Violation Complaint Form

A campaign violation is a break of the rules. A formal campaign violation complaint must be filed within 3 days of the violation if it occurs prior to arriving at the state conference or within 1 hour while at conference. This form must be completed in full and e-mailed to the Vice-President Advisor if the offense is before the state conference or given to the TASC Vice-President or President School advisor if the violation occurs at the state annual conference. The Vice-President advisor will take the complaint to the Credentials Committee, and action will be taken. Campaign Violation Complaint Forms can be requested by the offending school with personal identifying information redacted.

Name of advisor filing the complaint: \_\_\_\_\_

Name of advisor's school: \_\_\_\_\_

TASC District # \_\_\_\_\_ Number where advisor may be reached: \_\_\_\_\_

Name of offending school: \_\_\_\_\_

Description of violation (please be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of violation: \_\_\_\_\_ Time of violation: \_\_\_\_\_

**Please attach any documentation to support your violation report.**

I have received this formal campaign violation report. I will take it to the Credentials Committee.

Signature of VP or President School Advisor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**–TASC USE ONLY–**

Credentials Committee Vote Results: \_\_\_\_\_

Violation Does Not Result In Disqualification

Violation Results In Disqualification

Signature of Credentials Committee member verifying the vote:

X \_\_\_\_\_

Reason for Disqualification: \_\_\_\_\_

Time of Notification: \_\_\_\_\_

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## Appeal of Disqualification from the TASC State Board Election

From the time a school is disqualified from the election, the school will be allotted 30 minutes to write and file an appeal by presenting it to the State Vice President school's advisor. Appeals will be voted on by an appeals committee consisting of the following board members: Past President Advisor if on-site, Elected Advisors to the Board who are on-site, and elected officer school students and advisors. Decisions made by the appeals committee are final and may not be appealed.

School Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Student Representative Name: \_\_\_\_\_

Office Filed For: \_\_\_\_\_

Reason for the appeal: \_\_\_\_\_

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Candidate Advisor Signature \_\_\_\_\_ Candidate Student Rep Signature \_\_\_\_\_

Board decision: (circle one)      Accepted      Denied

Signature of TASC VP Advisor \_\_\_\_\_ Signature of TASC President Advisor \_\_\_\_\_

Signature of VP Student Rep \_\_\_\_\_ Signature of President Student Rep \_\_\_\_\_

## **POLICIES RELATED TO ADVANCED LEADERSHIP WORKSHOPS**

1. School delegation size is set by the Board of Directors and depends on the space available.
2. Current ALW delegation size: 18 students to Lakeview and Mo-Ranch.
3. All delegates must be active, involved student council members.
4. TASC registration fee is set by the TASC Director and is based on the per person rate quoted by the host facility.
5. If space allows, attendees may be added immediately after registration closes.
6. The TASC Board of Directors has set a no refund policy once the deadline for cancellation has passed. If registration is not cancelled in writing by the stated deadline, schools will be charged the full amount for the registered delegates.

Amended November 2022

## **POLICIES RELATED TO THE MIDDLE LEVEL STATE ANNUAL CONFERENCE**

1. The Middle Level State Annual Conference is held in November and is open to any junior high/middle level TASC member schools and NJHS chapters. All delegations must be accompanied by an advisor or advisor designee.
2. Each individual advisor is responsible for the housing, transportation, conduct and supervision of their student delegates.
3. Registration fee is set by the Board of Directors and includes a conference T-shirt for pre-registered delegates. The TASC Board of Directors has set a no refund policy once the deadline for cancellation has passed. If registration is not cancelled in writing by the stated deadline, schools will be charged the full amount for the registered delegates.
4. Through an application process, a Middle Level Conference Coordinator may be selected.

## **POLICIES RELATED TO SUMMER NATIONAL AND/OR OUT OF STATE CONFERENCES**

1. TASC will pay the registration fee, pre-trip events, meals on site, and hotel room costs for the five state student officers, President, Vice-President, Secretary, Parliamentarian, and Conference Coordinator School student representative, to attend an out of state conference. TASC will pay for registration, meals on site, and hotel for one student to attend the National Student Council Conference should the state student officer delegation attend a conference other than the National Conference.
2. When TASC sponsors a delegation an out of state conference, a set of policies adopted by the Board directors will apply.
3. TASC pays the registration fee for up to 10 summer leadership workshop directors and consultants to attend the NA4SA/NCSA (National Conference on Student Activities). Positions are filled first-come; first served. Individuals are responsible for all other expenses related to this conference.
4. The State Commissioner of Education appoints two students from Texas to attend the Senate Youth Conference, normally held in March in Washington, D.C. Traditionally, he/she has chosen a TASC student officer as one of his/her appointees.
5. TASC will pay the conference registration fee and travel costs for a nominee to an out of state Advisory Board if an interview is required.
6. TASC will pay travel costs and hotel for TASC advisors or TASC student members being recognized at the regional or national level at an out of state conference.

*Revised July 2018*

## **TEXAS DELEGATION TO A SUMMER OUT OF STATE CONFERENCE**

1. TASC will organize the state delegation registration and conference hotel housing arrangements.
2. TASC will organize a state delegation pre-trip of at least one day.
3. Individual student registration will not be accepted without an adult advisor. The advisor does not necessarily need to be from the student's school. But the arrangements must be made between the student, local advisor, principal(s) and advisor designee before registering as part of the state delegation.
4. TASC will not assign adult "chaperones" for students; the adult chaperone must actually register the student with Texas as part of his/her team.
5. The following registration policies will be adopted: An individual advisor may not supervise more than 20 students.

### **ADULT RESPONSIBILITIES**

1. Adult advisors will be responsible for all assigned duties and expectations related to student delegates.
2. Adult advisors will be responsible for all hotel stay duties on the trip related to student delegates.

### **TRIP FEES**

1. A pre-trip fee set by TASC will include t-shirts, trading items, and pre-trip of at least one day.

### **TRAVEL**

1. Travel to and from the conference will be the responsibility of the advisor or advisor designee.
2. Travel will not be arranged by TASC, nor will the cost of travel be included in the trip fee.
3. An official "start/arrival time" will be pre-determined, and the delegates must conform to those set times. Failure to do so may incur additional costs or may mean the delegate may not be part of the delegation.

*Revised November 2018*

# TASSP / TASC Policies

## TASC PRIVACY POLICY

The Texas Association of Student Councils (TASC) respects the privacy of its members and other visitors to its websites, including [www.tasconline.org](http://www.tasconline.org), [www.tafeonline.org](http://www.tafeonline.org), and (the "Site"). This policy describes the type of information we collect, how the information is used and for what purposes, to whom we disclose the information, and how we safeguard your personal information through this Site, as well as through other channels.

TASC reserves the right to change this Privacy Policy at any time. If we make changes to this Privacy Policy, we will post those changes at this location and provide you with notice of any material changes so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Please review this Privacy Policy on a periodic basis.

If you do not agree with the terms set forth in this Privacy Policy, you may opt to not use the TASC site and provide TASC with your information.

### **INFORMATION WE COLLECT**

#### **Anonymous Data**

We do not collect any personal information from visitors browsing the public areas of our Site. We do collect data such as the Internet Protocol (IP) address and domain name of a visitor's computer. This information is used only as anonymous aggregate data to help us customize our website content and advertising to make our sites more useful. We may share this anonymous data with advertisers, business partners, sponsors and other third parties.

For some emails that we send in HTML format to our members through our list-serves and electronic newsletters, we track whether a recipient subsequently clicks through to links provided in the message and collect specific information such as: email address of a user, the date and time of the user's "click," a message number, name of the list from which the message was sent, tracking URL number and destination page. We use this information solely to enhance our products and their distribution to our members. This information is not sold or distributed in any other manner.

#### **Personal Information; Purposes**

You can access some areas of the Site without submitting any information to us. However, if you wish to access additional content available on the Site or participate in some of TASC's activities, you may be asked to provide certain personal information for the following purposes:

- A. Apply for TASC membership
- B. Register for TASC events, conferences, or seminars
- C. Order products and services from TASC.
- D. Apply for TASC scholarships
- E. Access our Members-Only resources

You will be entering into a contract with us by participating in any of the activities described in A through C.

TASC only collects personal information you voluntarily submit to TASC. TASC collects the following types of personal information:

- Your name

- Date of birth
- Ethnicity
- Your school or business name
- Mailing address
- Email address
- Phone
- Fax

It is TASC's general policy to keep your personal information for a period of 7 years following your last contact with us, or your last business transaction with TASC, including all activities described in A through E above. Notwithstanding the foregoing, TASC may keep your personal data for a longer period as required by law or as needed in legal proceedings.

### **WHEN WE DISCLOSE YOUR INFORMATION**

TASC uses email, social media, phone numbers, and fax numbers to fulfill member benefits and to promote our own programs, products, and services. We may send a limited number of emails promoting the products or services of our top sponsors. You may elect to opt out of receiving these emails from TASC by contacting us at 512-443-2100, ext. 8520. Per TASC Board Policy, we may provide your email address to TASC partners if they exhibited at an event your school attended as an attendee list. TASC will not provide email lists to corporate sponsors; all communication will be done through TASC messaging. TASC will not send member lists out to members for anything other than official TASC business, such as district elections and events. TASC members may request the membership list for their district or state for election campaigning only after filing for office.

### **CREDIT CARD ACCOUNT INFORMATION**

We do not disclose credit card account information provided by our members and customers. When members and customers choose to pay using their credit cards, we submit the information needed to obtain payment to the appropriate clearinghouse for processing. After you type or call it in, your complete credit card number is transferred to this secure machine across a proprietary one-way interface. This computer is not accessible by network or modem, and the number is not stored anywhere else, except for facilitating our normal data backup requirements.

Notwithstanding the foregoing, TASC may disclose your personal information as required by law or as needed in legal proceedings when TASC believes in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

### **SECURITY**

For site security purposes and to ensure that this service remains available to all users, TASC uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Information also may be used for authorized law enforcement investigations. Except for the above purposes, no other attempts are made to identify individual users or their usage habits.

### **LINKS TO OTHER WEBSITES**

Our website contains links to other websites. TASC has no control over these sites and they are not subject to this Privacy Policy. Please check the privacy policies of these sites to determine how your personal information will be used.

### **SOCIAL MEDIA**

The TASC website includes social media features, such as the Twitter and Facebook buttons that run on our site. These features may collect your IP address or log which page you are visiting on our site, and/or may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it.

#### **HOW WE PROTECT YOUR INFORMATION**

TASC places a premium on making sure that personal identifying information remains private and secure and is not subject to misuse or manipulation. Our Site has industry standard security measures in place, including storage of personal identifying information in a secure environment, to protect against the loss, misuse, and alteration of the information under TASC's control. Although we have endeavored to create a secure and reliable Site, the confidentiality of any communication or material transmitted via the Internet cannot be guaranteed. Accordingly, you should consider carefully if you want to submit sensitive information via the Internet.

#### **AMENDMENTS AND UPDATES**

TASC will occasionally update this Privacy Policy. Any changes to our Privacy Policy will be posted here so that Users will know what information we gather, how we might use that information, and whether we will disclose it to anyone. We encourage you to periodically review this page for the latest information on our privacy practices and this Privacy Policy.

*Section Updated: September 2020*

## CONFLICT OF INTEREST POLICY AND DISCLOSURE FORM

Members of the Board of Directors of the Texas Association of Student Councils (TASC), officers, and key employees each have an affirmative obligation to act at all times in the best interests of TASC. This policy serves to define the term “conflict of interest,” to assist members of the Board, officers, and key employees in identifying and disclosing such conflicts, and to minimize the impact of such conflicts on the actions of TASC whenever possible. (Collectively, this policy will refer to directors, officers, and key employees as Covered Officials.)

**Fiduciary duty.** Each Covered Official has a fiduciary duty to conduct himself or herself without conflict to the interests of TASC. When acting within his or her capacity as a Covered Official, he or she must subordinate personal, business, third-party, and other interests to the welfare and best interests of TASC.

**Conflict of interest defined.** A “conflict of interest” is any transaction or relationship which presents, or may present, a conflict between a Covered Official’s obligations to TASC and his or her personal, business, or other interests.

**Disclosure.** The Board of Directors recognizes that conflicts of interest are not uncommon, and that not all conflicts of interest are necessarily harmful to TASC. However, the Board requires full disclosure of all actual and potential conflicts of interest. Each Covered official shall disclose any and all facts that may be construed as a conflict of interest, both through an annual disclosure process and whenever such actual or potential conflict occurs.

**Process and remedy.** The Board of Directors will determine whether or not a conflict of interest exists, and whether or not such conflict materially and adversely affects the interests of TASC. A Covered Official whose potential conflict is under review may not debate, vote, or otherwise participate in such determination. If the Board of Directors determines that an actual or potential conflict of interest does exist, the Board shall also determine an appropriate remedy. Such remedy may include, for example, the recusal of the conflicted Covered Official from participating in certain matters pending before the Board or other TASC body.

**Delegation.** The Board of Directors may delegate its authority to review and remedy potential conflicts of interest to the TASC Executive Officers. Only disinterested members of the Executive Officers may participate in any such review. The Executive Officers shall inform the Board of its determination and recommended action. The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

**Annual disclosure process.** On an annual basis, each member of the Board of Directors shall be provided with a copy of this policy and shall complete and sign the acknowledgement and disclosure form below.

## DOCUMENT RETENTION AND DESTRUCTION POLICY

This Document Retention and Destruction Policy of the Texas Association of Student Councils identifies the record retention responsibilities of executives, officers, staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the TASC's documents and records.

**1. Rules.** TASC's executives, officers, staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

### **2. Terms for retention.**

#### **a. Retain permanently:**

*Governance records* – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

*Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

*Intellectual property records* – Copyright and trademark registrations and samples of protected works.

*Financial records* – Audited financial statements, attorney contingent liability letters.

#### **b. Retain for ten years:**

*Pension and benefit records* -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

*Government relations records* – State and federal lobbying and political contribution reports and supporting records.

#### **c. Retain for four years (State of Texas):**

*Employee/employment records* – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for four years after departure of each individual).

*Lease, insurance, and contract/license records* – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for four years after the termination, expiration, non-renewal of each agreement).

#### **d. Retain for one year:**

*All other electronic records, documents and files* – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

**3. Exceptions.** Since the Texas Association of Student Councils is under the umbrella of the Texas Association of Secondary School Principals, exceptions to these rules and terms for retention may be granted only by TASSP's Executive Director or President of the TASSP Board of Directors.

## WHISTLEBLOWER POLICY

**Purpose:** This Whistleblower Policy is designed to provide a mechanism for employees and other organization leaders to raise good faith concerns regarding suspected violations of law or TASC policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of TASC.

**Scope:** This Policy applies to all TASC employees, including part-time, temporary, and contract employees, as well as directors, officers, and other organization volunteers.

**Policy:** TASC is committed to maintaining a workplace where employees are free to raise good faith concerns regarding TASC's business practices. Employees should be encouraged to report suspected violations of the law on the part of TASC; to identify potential violations of TASC policy, including those contained in the TASC Policies and Procedures Manual; and to provide truthful information in connection with any official inquiry or investigation.

TASC expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of TASC policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

**Procedure:** Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. Since the Texas Association of Student Councils is under the umbrella of the Texas Association of Secondary School Principals, the TASSP Executive Director will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The TASSP Executive Director will prepare a report of the findings of the investigation and submit such report to the Board of Directors of TASSP and TASC.

In the event that a report concerns the TASSP Executive Director, he or she shall recuse himself or herself from the proceedings, and the Board of Directors of TASSP shall select an appropriate officer of TASSP to continue the investigation.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to the TASSP Associate Executive Director or the TASSP Executive Director. Other staff members who receive complaints of retaliation must immediately inform the TASSP Associate Executive Director or TASSP Executive Director.