

2015-2016



NASHSC Handbook

VERSION 2.1

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PRESIDENT: GABE REN**

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NASHSC Constitution

Mission Statement

The mission of the North Allegheny Senior High Student Council (NASHSC) is:

- I. Provide year round opportunities for developing and applying leadership and life skills
- II. Actively involve students in activities which benefit the students, school, and community
- III. Create a cooperative atmosphere among students, faculty and NASH administration

NASHSC will accomplish this by creating openings at various leadership levels and establishing activities to meet student, faculty and community needs.

Article I: Name

The organization for which this constitution is written shall be named the North Allegheny Senior High Student Council (NASHSC)

Article IIA: Organization Part I

NASHSC will consist of:

- I. Elected positions:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Publicity Director
 - e. Recording Business Secretary¹
 - f. Recording Historian Secretary¹
 - g. Corresponding Committee Secretary¹
 - h. Corresponding Sergeant at Arms¹
 - i. Special Elected Positions
 - i. E.g. PASC State Board Representative
- II. Appointed positions:
 - a. School Board Representative
 - b. Cabinet Heads

¹ New positions as of the 2015-2016 school year

- i. Preferably two students per committee: one junior and one senior
 - c. Committee Representatives
 - i. Preferably at least four students per committee
- III. Faculty Advisor(s)

Article IIB: Organization Part II

- I. NASHSC as a whole must meet a minimum of once per month at a business meeting
 - a. Faculty Advisor(s) must be present at every business meeting
- II. The Executive Board will be composed of the President, Vice President, Treasurer, Publicity Director, School Board Representative, Recording Business Secretary, Recording Historian Secretary, Corresponding Committee Secretary, Corresponding Sergeant at Arms, Special Elected Positions, and Faculty Advisor(s)
- III. Membership is open to any student enrolled in eleventh or twelfth grade at NASH

Article III: Purpose

The purpose of NASHSC shall be:

- I. To encourage student involvement at NASH and North Allegheny community at large
- II. To provide services to the students, school, and community
- III. To promote good citizenship
- IV. To increase school spirit and school pride
- V. To give students a voice in school government elections
- VI. To promote school morale and school spirit
- VII. To further interpret school rules and regulations
- VIII. To provide services to the student, school and community
- IX. To recognize outstanding students and their achievements
- X. To welcome new students and faculty and to encourage involvement
- XI. To support school functions and school activities
- XII. To promote positive relationships with other schools
- XIII. To act as a liaison for NASH students to faculty, NASH administration, and school board

Article IV: Functions

- I. All operations and measures passed by NASHSC must be approved by the Faculty Advisor(s) and/or NASH Principal
- II. NASHSC shall work together to carry out the proposals stated in Article III
- III. Examples of areas in which NASHSC may operate include but are not limited to:
 - a. Amend the current NASHSC Constitution
 - b. Plan activities that involve the student body and increase school spirit
 - c. Organize, support, and supervise the elections of NASHSC officers
 - d. Create and oversee committees to do the work they have been assigned
 - e. Consider petitions on activities by voting on various proposals as submitted by students, NASH faculty, and/or school board
 - f. Contribute assistance to worthy causes in the school and community
 - g. Establish a student-led committee to meet with NASH Principals at least once a month to discuss various problems at NASH and potential solutions to these issues
 - h. Plan fundraisers in order to carry out NASHSC activities and other proposals
 - i. Provide a financial base for future NASHSC functions and events that benefit the entire NASH student body

Article V: Elections for Elected Positions

- I. The elections for **all elected officer positions** (excluding Special Elected Positions) shall be held in the spring of the previous school year at NASH and NAI
- II. Petition papers must be filled out with at least 50 student signatures and 4 teacher signatures
 - a. Student signatures must be from students eligible to vote in the upcoming election
e.g. no signatures from current seniors
- III. Petition papers must be turned in to Faculty Advisor(s) after applying to run for a position but prior to the formal election for that position
- IV. Taping of election speeches of all candidates will take place before election week and are presented to the entire student body via NATV and the North Star
- V. Posters and flyers must be approved before hanging

- VI. Elections ballots will be handled by an electronic form posted to the NASH webpage and available for up to five days
- VII. Candidates must campaign respectfully; practices such as removing another candidate's posters, putting up unapproved flyers, attacking another candidate etc. will not be tolerated
- VIII. NASHSC may cover a portion of an officer's trip to a PASC Summer Workshop at the Faculty Advisor(s) discretion
- IX. Term of office will be one year

Article VB: Elections for Elected Positions Part II

I. President

a. Qualifications

- i. Senior for the upcoming school year
- ii. Active member of NASHSC during his/her junior year
- iii. Must be able to maintain at least an unweighted 3.0 QPA while in office
- iv. Must attend an informational meeting to learn about the duties and responsibilities of the President
- v. Must agree to attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- vi. May or may not choose to attend a PASC Summer Leadership Workshop if he/she has already attended one in the past
 - 1. Must attend if he/she has not been to one in the past

b. Procedure

- i. Nominating committee of graduating seniors on NASHSC will create a pool of candidates eligible to run for President
- ii. At the nomination meeting, Faculty Advisor(s) will be present but will not participate in any selection decisions
- iii. NASHSC members selected as candidates for President must be deserving of the position and meet the requirements for the office

- iv. If more than three candidates are chosen and are all interested in running for President, NASHSC will conduct a secret ballot to narrow the selection to the top three candidates

II. Vice President

a. Qualifications

- i. Junior for the upcoming school year
- ii. Active member of NAISC or Class Council during his/her sophomore year
- iii. Must be able to maintain at least an unweighted 3.0 QPA while in office
- iv. Must attend an informational meeting to learn about the duties and responsibilities of the Vice President
- v. Must agree to attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- vi. May or may not choose to attend a PASC Summer Leadership Workshop if he/she has already attended one in the past
 - 1. Must attend if he/she has not been to one in the past

III. Treasurer, Publicity Director, Corresponding Secretary, Recording Secretary, Recording Historian Secretary, Corresponding Sergeant at Arms

a. Qualifications

- i. Junior or senior for the upcoming school year
- ii. Active member of Student Council and/or Class Council in the previous year
- iii. Must be able to maintain at least an unweighted 3.0 QPA while in office
- iv. Must attend an informational meeting to learn about the duties and responsibilities of these positions
- v. Must agree to attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- vi. May or may not choose to attend a PASC Summer Leadership Workshop if he/she has already attended one in the past

Article VI: Selections for Appointed Positions

I. School Board Representative

- a. Senior for upcoming school year

- b. Active member of Student Council and/or Class Council in the previous year
- c. Must complete an application with two letters of recommendations from teachers
- d. An administrator, NASHSC Faculty Advisor(s), and at least another NASH faculty member will interview the applicant
- e. Selection will be based on a point system consisting of the application, teacher recommendations, and interview with NASH Staff
- f. Results will be announced in the Spring
- g. Term of office will be one year

II. The President's Cabinet

- a. Composed of all elected officers, School Board Representative, Special Elected Positions, cabinet heads, committee representatives, and Faculty Advisor(s)
- b. Committee representatives will assist their fellow committee cabinet heads in completing tasks and responsibilities
- c. All applicants must apply via the online form by the established deadline
- d. Selections for committee reps and cabinet heads will be made in the spring by the new Executive Board for the upcoming school year
- e. Committee representatives and cabinet heads must attend NASHSC events and functions: violations will not be tolerated and may result in a member's dismissal

III. Standing Committees

- a. There will be nine standing committees:
 - i. Dance, Homecoming Parade², Interact², Principal's Advisory, Publicity, Service, Spirit, Staff Appreciation, and Student Recognition
 - ii. The Executive Board will determine if additional committees are needed
- b. All applicants must apply via the online form by the established deadline
 - i. First opportunity: end of previous school year deadline
 - 1. Available for all committees
 - ii. Second opportunity: beginning of new school year deadline
 - 1. Available for committees in need of new members
- c. Selections for committee representatives and cabinet heads will be made by the new Executive Board for the upcoming school year, with input from cabinet heads

² New committees as of the 2015-2016 school year

- d. The Executive Board may continue to accept committee representatives into the school year with Faculty Advisor(s) approval

Article VII: Impeachment Procedure

- I. If any elected officer does not carry out the responsibilities assigned to him/her, he/she may be impeached
- II. Possible reasons for impeachment include but are not limited to:
 - a. Violation of the attendance policy (see “NASHSC Attendance Contract”)
 - i. Committee meetings: three absences maximum including no more than one unexcused absence
 - ii. Business meetings: two absences maximum
 - iii. NASHSC events: three absences maximum including no more than one unexcused absence
 - b. Not abiding by a position’s job description
 - c. Not maintaining the required unweighted 3.0 QPA
 - d. Student’s behavior doesn’t reflect positively towards the school district
 - i. If suspended, a conference with the Executive Board will take place and a decision will be made by Faculty Advisor(s) and NASH administration
- III. NASH administration, the Executive Board, and/or Cabinet Heads may initiate the impeachment process
- IV. Officer replacement will be determined by the Executive Board and NASH administration

Article VIII: Dismissal Procedure

- I. If any student serving in an appointed position does not carry out the duties and responsibilities assigned to him/her, he/she may be removed
- II. Possible reasons for dismissal include but are not limited to:
 - a. Violation of the attendance policy (see “NASHSC Attendance Contract”)
 - i. Committee meetings: three absences maximum including no more than one unexcused absence
 - ii. Business meetings: two absences maximum

- iii. NASHSC events: three absences maximum including no more than one unexcused absence
 - b. Not abiding by a position's job description
 - c. Student's behavior doesn't reflect positively towards the school district
 - i. If suspended, a conference with the Executive Board will take place and a decision will be made by Faculty Advisor(s) and NASH administration
- III. NASH administration, the Executive Board, and/or Cabinet Heads may initiate the impeachment process
- IV. Officer replacement will be determined by the Executive Board and NASH administration

Article IX: Amendment Procedure

- I. Amendments can be proposed by:
 - a. Teacher, Faculty Advisor(s), or NASH administrator
 - b. Executive Board as a whole
 - c. Petition from the majority of NASHSC
 - d. Committee appointed by the President

Article X: Ratification

- I. The NASHSC Constitution shall be amended by a 2/3 vote of the council with at least 80% of its members present at a business meeting

NASHSC By-Laws

Article I: Duties and Responsibilities of Elected Officers

- I. President:
 - a. Lead and direct NASHSC
 - b. Represent NASH at official school, community, and NASHSC activities
 - c. Supervise and officiate at all NASHSC activities
 - d. Preside over business meetings and prepare agendas in advance
 - e. Meet regularly with the Executive Board, Faculty Advisor(s), and NASH administration
 - f. Supervise selection of cabinet heads
 - g. Attend committee meetings when necessary
 - h. Train newly elected NASHSC officers
 - i. Act as an officer to the Principal's Advisory Committee
 - j. Encourage student and staff participation in all NASHSC events
 - k. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
 - l. Attend all NASHSC sponsored events
 - m. Enforce the NASHSC Handbook
 - n. Perform any other additional duties assigned by Faculty Advisor(s)
- II. Vice President
 - a. Serve as the official replacement in the absence or removal of the President
 - b. Serve as the official NASHSC parliamentarian
 - c. Attend all NASHSC business meetings
 - d. Act as NASHSC's liaison to NAI
 - i. E.g. working with NAISC for NASHSC's annual dodge-ball tournament
 - e. Handle all registrations for NASHSC conferences
 - f. Help select cabinet heads for each committee
 - g. Attend committee meetings when necessary
 - h. Train the incoming NASHSC Vice President
 - i. Act as an officer to a specific committee TBD after officer elections

- j. Encourage student and staff participation in all NASHSC events
- k. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- l. Attend all NASHSC sponsored events
- m. Check in with Faculty Advisor(s) on a weekly basis
- n. Perform any other additional duties assigned by Faculty Advisor(s)

III. Treasurer

- a. Prepare and maintain NASHSC's budget using the NASHSC ledger by regularly meeting with the NASH Principal's Secretary
- b. Provide the Executive Board with accurate financial reports at officer and/or business meetings
- c. Carry out all deposits and reimbursements within two school days
- d. Attend all NASHSC business meetings
- e. Help select cabinet heads for each committee
- f. Train the incoming NASHSC Treasurer
- g. Act as an officer to a specific committee TBD after officer elections
- h. Encourage student and staff participation in all NASHSC events
- i. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- j. Attend all NASHSC sponsored events
- k. Check in with Faculty Advisor(s) on a weekly basis
- l. Perform any other additional duties assigned by Faculty Advisor(s)

IV. Publicity Director

- a. Draft announcements about NASHSC functions
- b. Act as a liaison between NASHSC, NATV, and NASH's newspaper
- c. Act as a liaison between NASHSC and NASH's Public Relations Director regarding press releases to the community
- d. Communicate NASHSC activities through posters, flyers, bulletin boards etc.
- e. Post a monthly NASHSC activities calendar
- f. Attend all NASHSC business meetings
- g. Help select cabinet heads for each committee

- h. Train the incoming NASHSC Publicity Director
- i. Act as an officer to the Publicity Committee
- j. Encourage student and staff participation in all NASHSC events
- k. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- l. Attend all NASHSC sponsored events
- m. Check in with Faculty Advisor(s) on a weekly basis
- n. Perform any other additional duties assigned by Faculty Advisor(s)

V. Recording Business Secretary

- a. Take minutes at **business meetings** and distribute them within 48 hours
- b. Help maintain NASHSC's electronic files
- c. Organize a two-month meeting calendar for all NASHSC business and distribute this to all NASHSC cabinet heads
- d. Attend all NASHSC business meetings
- e. Help select cabinet heads for each committee
- f. Train the incoming NASHSC Recording Business Secretary
- g. Act as an officer to a specific committee TBD after officer elections
- h. Encourage student and staff participation in all NASHSC events
- i. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- j. Attend all NASHSC sponsored events
- k. Check in with Faculty Advisor(s) on a weekly basis
- l. Perform any other additional duties assigned by Faculty Advisor(s)

VI. Recording Historian Secretary

- a. Take minutes at **Executive Board meetings** and distribute them within 48 hours
- b. Maintain a NASHSC Scrapbook of all NASHSC activities
- c. Compile records from NASHSC committees including flyers, agendas, photos, videos etc. for the Student Council National Gold Award of Excellence
- d. Attend all NASHSC business meetings
- e. Help select cabinet heads for each committee
- f. Train the incoming NASHSC Recording Historian Secretary

- g. Act as an officer to a specific committee TBD after officer elections
- h. Encourage student and staff participation in all NASHSC events
- i. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- j. Attend all NASHSC sponsored events
- k. Check in with Faculty Advisor(s) on a weekly basis
- l. Perform any other additional duties assigned by Faculty Advisor(s)

VII. Corresponding Committee Secretary

- a. Draft necessary letters and thank you notes
- b. Organize and distribute passes for in-school NASHSC functions
- c. Attend all NASHSC business meetings
- d. Help select cabinet heads for each committee
- e. Train the incoming NASHSC Corresponding Committee Secretary
- f. Act as an officer to a specific committee TBD after officer elections
- g. Encourage student and staff participation in all NASHSC events
- h. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- i. Attend all NASHSC sponsored events
- j. Check in with Faculty Advisor(s) on a weekly basis
- k. Perform any other additional duties assigned by Faculty Advisor(s)

VIII. Corresponding Sergeant at Arms

- a. Keep records of attendance at meetings and events
- b. Remind the President of any time related concerns at meetings and events
- c. Attend all NASHSC business meetings
- d. Help select cabinet heads for each committee
- e. Train the incoming NASHSC Corresponding Sergeant at Arms
- f. Act as an officer to a specific committee TBD after officer elections
- g. Encourage student and staff participation in all NASHSC events
- h. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- i. Attend all NASHSC sponsored events

- j. Check in with Faculty Advisor(s) on a weekly basis
- k. Perform any other additional duties assigned by Faculty Advisor(s)

Article II: Duties and Responsibilities of Appointed Officials

I. School Board Representative

- a. Attend all NASD Board Meetings
- b. Report to the NASD School Board the activities that NASHSC is involved in
- c. Act as a liaison between the Principal's Advisory Committee and NASD School Board
- d. Communicate NASH student needs and concerns to the NASD School Board
 - i. Must discuss with NASH administration first and receive approval
- e. Communicate decisions of the NASD School Board to the NASH student body through publications and other mediums
- f. Attend all NASHSC business meetings
- g. Report select NASD School Board decisions at business meetings
- h. Act as an officer to a specific committee TBD after officer elections
- i. Encourage student and staff participation in all NASHSC events
- j. Attend the PASC State Conference in November and PASC District 3 Conference in the Spring
- k. Attend all NASHSC sponsored events
- l. Check in with Faculty Advisor(s) on a biweekly basis
- m. Perform any other additional duties assigned by Faculty Advisor(s)

II. Cabinet Head

- a. Help select his/her committee representatives
- b. Supervise his/her committee and see that it runs efficiently and meets set deadlines
- c. Act as a liaison between the committee officer and committee representatives
- d. Help prepare and carry out his/her committee's yearly agenda
- e. Attend all NASHSC business meetings
- f. Provide NASHSC with reports of his/her committee's recent activities
- g. Participate in the legislative progress at business meetings

- h. Encourage student and staff participation in all NASHSC events
 - i. May or may not attend PASC sponsored events
 - j. Attend assigned NASHSC sponsored events
 - k. Perform any other additional duties assigned by Faculty Advisor(s)
- III. Committee Representative
- a. Attend all committee meetings
 - b. Attend all NASHSC business meetings
 - c. Encourage student and staff participation in all NASHSC events
 - d. May or may not attend PASC sponsored events
 - e. Attend assigned NASHSC sponsored events
 - f. Perform any other additional duties assigned by Faculty Advisor(s)

Article III: General Purposes of Committees

The Executive Board reviews standing committees yearly, and additional standing committees may be added, if necessary

- I. Standing Committees
- a. Dance, Homecoming Parade, and School Spirit
 - i. Plan and hold all NASHSC sponsored dances
 - 1. E.g. Homecoming and MORP
 - ii. Create fun and exciting themes for NASHSC sponsored dances
 - iii. Organize events to boost pride at NASH
 - 1. E.g. Spirit week
 - b. Interact and Service
 - i. Implement projects to help those in need in our school and community
 - 1. E.g. canned food drive, Santa Stocking
 - ii. Plan flash fundraisers
 - iii. Organize NASHSC social events
 - c. Principal's Advisory
 - i. Link between the student body and NASH administration
 - ii. Composed of students who address issues at NASH

- iii. Topics of interest are discussed at monthly luncheons with the NASH Principal during which solutions to these issues are sought after
 - d. Publicity
 - i. Makes posters, announcements, videos etc. for all NASHSC activities
 - ii. Promotes morale and communication among all NASHSC members
 - iii. Attends sporting events to cheer on North Allegheny athletic teams
 - e. Staff Appreciation
 - i. Works to enhance student to staff relationships by acknowledging the wonderful staff at NASH
 - f. Student Recognition
 - i. Holds an annual breakfast for new students and faculty
 - ii. Selects students each nine weeks for Student of the Quarters
- II. Special Committees
 - a. May be appointed by the President and/or Faculty Advisor(s) at any time to perform a specified task
 - i. E.g. NASHSC constitution review committee

Article IV: Procedure for Filling Vacancies

- I. Elected positions
 - a. Factors to consider when deciding a course of action:
 - i. What would be the least disruptive for NASHSC?
 - ii. The time of year
 - b. Suggestions
 - i. Position is filled by current officer(s) on the Executive Board
 - ii. Position is filled by an outstanding Cabinet Head
 - iii. Position is filled by an individual who ran for the same position and lost
- II. Appointed positions
 - a. School Board Representative
 - i. Decided by Faculty Advisor(s) and NASH administration
 - b. Cabinet heads
 - i. Suggestions

1. Position is filled by a committee representative in the same grade
2. Position is filled by the current committee officer

Article V: Election Campaign Rules

- I. Candidates may not slander other candidates
- II. Candidates may not give away objects in exchange for votes
 - a. E.g. cupcakes, pencils, erasers etc.
- III. Candidates may not deface or destroy other candidates' posters, flyers etc.
 - a. Areas for posters, flyers etc. are available on a first come, first serve basis once NASHSC Campaign Week begins
 - b. No more than 50 computer generated 8.5 inch by 11 inch flyers per building
 - c. No limit on large posters which are hand-made
 - d. Posters, flyers etc. may not be hung on wooden or painted surfaces
 - e. Posters, flyers etc. may not cover other candidates' signs
 - f. Posters, flyers etc. must be approved by NASHSC Faculty Advisor(s)
 - g. Posters, flyers etc. must be removed immediately following the conclusion of NASHSC Campaign Week
- IV. Taped speeches
 - a. 60 seconds to record
 - b. Two tapes maximum
 - c. No props
 - d. Must stand at the podium
 - e. Must be made in good taste
 - i. E.g. no profanity, drug references, sexual innuendo etc.

NASHSC Committee Responsibilities

Dance Committee

- I. When to begin planning:
 - a. Homecoming: beginning of summer prior the new school year
 - b. MORP: December of the new school year
- II. Get dates from the Faculty Advisor(s) as early as possible
 - a. Homecoming: usually October
 - b. MORP: usually February
- III. **Review committee notes on past dances**
- IV. Decide on a theme
 - a. Notify the publicity committee as soon as the theme has been chosen
- V. Hire a DJ
 - a. Remind Faculty Advisor(s) to pay DJ at the end of the dance
- VI. Secure chaperones
 - a. Send out an invitation letter or email at least three weeks in advance
 - i. Make sure to include the date and time of the dance
 - b. Follow up with personal contact after if week
 - c. Send out a confirmation letter or email a week in advance
- VII. Choose decorations, food, activities etc.
 - a. Make sure to keep the NASHSC budget in mind
- VIII. Sell tickets for two full weeks during lunch
 - a. Organize and test the ticket selling method before
- IX. Assist in any other way as requested by the Executive Board

Homecoming Parade Committee

- I. When to begin planning:
 - a. Beginning of summer prior to the new school year
- II. Create a float for NASHSC
- III. Send out the homecoming theme to all NASH clubs before the start of the school year
- IV. Check with NASH principals to obtain float-building hall passes during lunch periods

- V. Organize the parade procession
 - a. Plan interactive events for pregame
 - i. E.g. food vendors
 - b. Set up homecoming court electronic ballots
 - c. Obtain parade marshals and court attendants
 - i. Order flowers for all court candidates
- VI. Assist in any other way as requested by the Executive Board

Spirit Committee

- I. When to begin planning:
 - a. End of summer prior to the new school year
- II. Organize a minimum of three events
 - a. E.g. school spirit week
 - b. E.g. Data Match
- III. **This committee is not trying to fundraise but rather strengthen school morale**
- IV. Actively take pictures and videos of student participation in NASHSC activities
 - a. Give these files to the Recording Historian Secretary for the NASHSC scrapbook
- V. Assist in any other way as requested by the Executive Board

Publicity Committee

- I. When to begin planning:
 - a. After the homecoming theme has been released for the upcoming school year
- II. Instruct NASHSC about publicity request procedures
 - a. E.g. must submit publicity request form at least two weeks before event
- III. Order any necessary art supplies
 - a. Make sure to keep the NASHSC budget in mind
- IV. Hang all posters, flyers etc. neatly
- V. Remove all posters, flyers etc. after the conclusion of an event
- VI. Write scripts and tape video promotions for events
- VII. Assist in any other way as requested by the Executive Board

Principal's Advisory Committee

- I. When to begin planning:
 - a. End of summer prior to the new school year
- II. Recruit students that are vocal and good at working with adults
- III. Organize a monthly meeting schedule with the NASH principal at the beginning of the new school year
- IV. Coordinate with the NASH principal's secretary on ordering food for the luncheons
- V. Committee officer and cabinet heads will plan an agenda beforehand
- VI. Cabinet heads are responsible for typing up minutes
- VII. Assist in any other way as requested by the Executive Board

Student Recognition Committee

- I. When to begin planning:
 - a. Two weeks prior to the New Student Orientation for the upcoming school year
- II. New Student Orientation
 - a. All officers and student recognition committee members must attend
 - b. Purchase food, drinks, utensils etc.
 - c. Create a "Welcome to NASH packet" to be passed out to students and parents
 - d. Verify with the counseling office that invitations have been sent out
 - e. Lead students through their schedules for the upcoming school year
- III. Student of the Quarters
 - a. Plan out deadlines and prizes before the start of the new school year
 - i. The last awards should be distributed before the seniors' last day of school
 - ii. Assign committee members to each nine weeks
 1. E.g. buy gift cards, envelopes, chocolate bars etc.
 - b. Create an online form for teacher submissions
 - i. Open form two weeks prior to the submission deadline
 - ii. Remind teachers about the submission deadline a week before the deadline
 - c. Thank teachers at the end of the school year who consistently nominated students
- IV. Assist in any other way as requested by the Executive Board

Service Committee

- I. When to begin planning:
 - a. Beginning of the new school year
- II. Create a yearly calendar by the middle of September with key dates for service projects
- III. Canned Food Drive
 - a. Coordinate with NAI to coordinate neighborhood distributions
 - b. Work with the publicity committee to advertise the event
- IV. Santa Stocking
 - a. Assign student(s) to each homeroom teacher
 - b. Work with the publicity committee to advertise the event
 - c. All committee members must help collect gifts on collection day
 - d. Decide if NASHSC will sponsor someone
- V. Assist in any other way as requested by the Executive Board

Interact Committee

- I. When to begin planning:
 - a. Beginning of summer prior to the new school year
- II. Officer meet-up
 - a. Should occur before the beginning of the new school year
 - b. Should occur after committee meetings
 - c. Organize a date, location, and food
 - d. Coordinate with the President on creating an agenda
- III. Fundraiser (e.g. dodge-ball tournament)
 - a. Usually occurs in the spring
 - b. Work with the publicity committee to advertise the event
- IV. Assist in any other way as requested by the Executive Board

Staff Appreciation Committee

- I. When to begin planning:
 - a. End of summer prior to the new school year
- II. Organize at least three staff recognition activities to celebrate their accomplishments

- III. Don't be afraid to try new ideas
 - a. E.g. staff breakfast, staff luncheon, raffle etc.
- IV. Assist in any other way as requested by the Executive Board

NASHSC Parliamentary Procedure

- I. Main Motion: puts business on the table for all to address
 - a. “I move we _____”
- II. Call the Question: motion to end discussion on an issue
 - a. “I move the question _____”
- III. Refer to Committee: can end a long debate that cannot be resolved at the present time due to lack of knowledge about the facts, tempers flaring, or not enough input from the whole group etc. and would be brought up at the next meeting under Old Business
 - a. “I move we refer this to the _____ committee”
- IV. Division of the House: means you want to see a show of hands after a vote has been taken because you feel the vote was too close to call by an oral vote
 - a. “I call for a division of the house”
- V. Point of Order: only time you may interrupt a speaker if the speaker is violating another person’s rights or causing any other serious problem
 - a. “Point of order”
- VI. Adjourn: end the meeting
 - a. “I move we adjourn”

Remember that seconding a motion, provided that there is support for the issue, will lead to discussion. Also, raise your hand to be recognized to speak your opinion on an issue and listen to your peers when they are speaking. After discussion, vote on the motion and make sure everyone is clear what the group is voting on.

NASHSC Attendance Contract

The NASHSC Attendance Policy applies to all officers, cabinet heads, and committee members.

- I. All members are required to attend NASHSC events and functions
 - a. E.g. business meetings, committee meetings, dances etc.
- II. All members are required to help publicize for and promote attendance at NASHSC events and functions
- III. All dates of NASHSC events and functions will be provided to you in advance
 - a. Place these dates on your calendar as soon as you get them
 - b. Some major athletic events and academic events may take precedence over NASHSC events, provided they are approved by Faculty Advisor(s)
- IV. If you cannot attend a NASHSC events or function:
 - a. Business meeting
 - i. Contact the committee officer **in advance**
 - ii. Be prepared to make up any missed information
 - b. Committee meeting
 - i. Contact the committee officer **in advance**
 - ii. Be prepared to make up any missed information
 - c. Events
 - i. Contact the committee officer **in advance**
 - ii. Offer to help out in another way
- V. Types of absences
 - a. Excused absences
 - i. Examples include but are not limited to: being absent from school the day of a NASHSC event or function, athletic tryouts, test make-ups with a note from a teacher, family emergency, attendance at another NASHSC event or function etc.
 - b. Unexcused
 - i. Examples include but are not limited to: non-mandatory sports practices, serving a detention, being unaware of a NASHSC event or function etc.

ii. **Do not schedule doctors appointments, work etc. on meeting days**

VI. Recording attendance

- a. Recording Business Secretary will take attendance at business meetings and posted in a shared, electronic spreadsheet
- b. Committee officers will take attendance at committee meetings
- c. Cabinet heads will send reminder notices of attendance policy violations
- d. Committee officers will review the NASHSC Handbook at their first meeting

VII. Consequences

- a. Repeated attendance policy violations will result in a member's **removal** from NASHSC in addition to any further disciplinary consequences deemed appropriate by Faculty Advisor(s)
- b. All members will sign a copy of the attendance policy as stated in the NASHSC Handbook

I understand the importance of actively attending NASHSC events and functions and will follow this attendance policy.

Name (please print): _____

Date: _____

Signature: _____

NASHSC Attendance Reminder

The letter is to inform you that you have _____ excused and _____ unexcused absences. The NASHSC Handbook requires you to actively attend NASHSC events and functions, and you will be removed from NASHSC if you continue to miss NASHSC events and functions.

Your work on the _____ committee is very important for success, and we hope that you will continue to be involved with NASHSC.

We understand that you are busy, but NASHSC requires your commitment and dedication. Please see an officer or Faculty Advisor(s) if you have any questions.

Sincerely,

NASHSC Executive Board

NASHSC Attendance Removal

Due to your _____ excused and _____ unexcused absences, we are sorry to inform you that you have been removed from our position. You seem to have a busy schedule and are finding it difficult to be actively involved in NASHSC. This may not be the activity for you.

If you are 11th grader, you are more than welcome to try and join NASHSC again next year. **Please see Faculty Advisor(s) if you feel your absences have been misreported.**

Sincerely,

NASHSC Executive Board

NASHSC Committee Meeting Agenda EXAMPLE

Committee Name

Date

Place

Beginning time: (insert time here)

- I. Call to order
- II. Take attendance
- III. Reports (informational)
 - a. Information an officer may have from an officer meeting
 - b. Advisor comments and suggestions
 - c. Report a committee member may have on his/her delegated task
- IV. New business
 - a. Brainstorming ideas for a project
 - b. Deciding on a course of action
 - c. Delegating tasks
- V. Old business
 - a. Things from the last committee meeting that may not have completed
 - b. Ask questions about any previously completed tasks
- VI. Reports (review)
 - a. What was accomplished at today's meeting
 - b. What still needs to be done
 - i. E.g. key deadlines
 - c. Next meeting's date and time

Ending time: (insert time here)

NASHSC Committee Budget Requesting/Reporting Form

Budget report/request (circle one) for the _____ committee

Total budget reported/requested (circle one) in dollars: _____

Project and Explanation of Expenses	Expenses in Dollars

*Print out additional sheets if needed

NASHSC Committee Budget Requesting/Reporting Form

Here are some steps to follow to make up your committee budget for this year:

- I. Ask the treasurer to review last year's notebook for your specific committee regarding items budgeted and total amount spent
 - a. Try to stay within a similar budget
- II. Look at your projects and estimate how much you will need for each
 - a. It is better to initially overestimate and end up spending less than initially underestimate and spending more
- III. Submit your budget on a project by project basis (see later sheet in NASHSC Handbook)
 - a. Be as specific as possible
- IV. Go to Faculty Advisor(s) with any questions regarding committee budgets and submit them at least two weeks before the respective NASHSC function or event
- V. Use the provided NASHSC Handbook

NASHSC Procedure for Money Reimbursement

NASHSC members who purchase something that has been approved must follow these instructions to get reimbursed:

- I. Bring the receipt to school
 - a. Mark what was purchased and circle the total amount of the purchase
- II. Taxes on non-food items can **will not** be reimbursed
- III. Place the receipt in an envelope and mark the name of the committee on it along with your name and address of the person the check should be made out to
- IV. Give the completed envelope to the NASHSC Treasurer
- V. Reimbursements should be received within 2-3 weeks

NASHSC Dance Ticket Sales

- I. See the specific shared ticket selling instructions document for an in-depth description on how to sell tickets for a specific dance e.g. “2015 HC Ticket Selling Google Document”
- II. There are no IOUs
- III. Don’t let anyone other than ticket sellers handle dance money and tickets
- IV. Place all extra tickets in the money box
- V. Grab the money box from the office at the beginning of each lunch period
- VI. Return the money box to the office after the beginning of each lunch period
- VII. Checks must be made out to NASH
- VIII. Dates can be from other schools
- IX. People can go alone to a dance
- X. All ticket sales are done electronically