

PASC NEW ADVISOR HANDBOOK



*2014
Edition*

Table of Contents

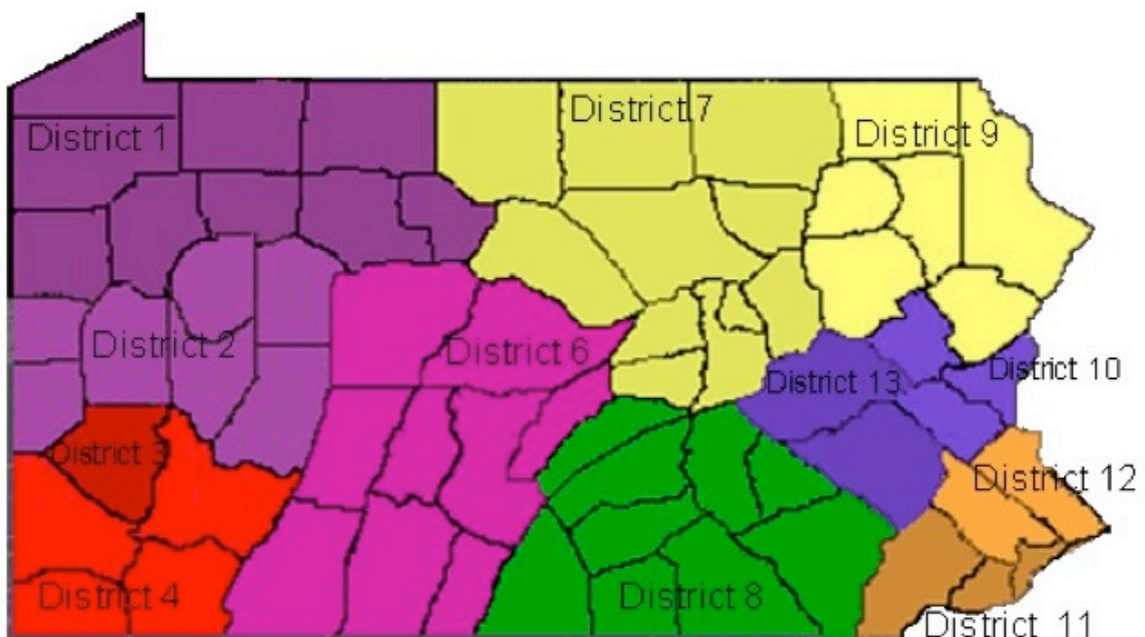
Purpose.....	3
District Info.....	3-5
Mission Statements.....	6-7
Constitution.....	8-12
Financial & Treasury.....	13
Meeting Skills & Agendas.....	14-16
Project Planning.....	17-18
Characteristics & Roles of Officers.....	19
Summer Leadership Workshop.....	20-22

Purpose

The booklet is designed to aid new advisors with developing and running the student councils in their middle schools to be effective organizations. In this booklet you will find resources about your PASC District, Conference Opportunities, Summer Workshop Information, and most importantly the Middle Level Benchmarks and sample documents that will help you help you to set up simple yet effective council in your middle school where the students become the leaders and the advisor merely advises!

District Information

On the next several pages, you will find contact information for your district director. Not sure which district you are in? Refer to the map below to find your county, district, and region.



Getting Your Council Started

Mission, Constitution, Finances, & Parliamentary Procedure

STEP #1: DEFINE A CLEAR MISSION FOR YOUR COUNCIL

Whether you have a Middle School or High School Student Council, you must FIRST develop a mission or vision for what you & your students want your council to be. Although the students should ultimately be the driving force behind decisions and actions, **it is the role of the ADVISOR to develop in his/her council a sense of purpose and identity.**

The Mission of Quaker Valley Middle School Student Council

The Quaker Valley Middle School Student Council will strive each day to develop school spirit, to represent the needs and wishes of our classmates, to provide opportunities for students to work and play outside of the classroom, to give back to our school community, and to develop leadership abilities in our students to make our members better leaders and our school a better place.

The Mission of Central York Middle School Student Council

We, the Student Council of Central York Middle School, believe that school spirit, self-esteem, and communication are very important concerns of the student body. To meet these concerns, we shall provide means for:

- Responsible and effective student participation in the organization and control of student affairs.
- Taking action in the best interests of the student body.
- Providing an official voice for the expression of student opinion.
- Fostering awareness of the student's relation to peers, school, and community.

Writing a Mission Statement

PASC Blue Summer Leadership Workshop

A Mission Statement Should:

State who you are, what you do,
what your ideals are

Be short and to the point

Be easily understood by people

Specifically state your beliefs

Motivate your group to meet its
responsibilities

How to create your Mission Statement

Have members of your group
brainstorm specific words and
phrases that describe your
group's goals and ideals & list
them on a chalkboard

Put the words and phrases into
similar groups & label the groups

Use the groups & labels as the
main goals & ideals for your
mission statement

Sample Mission Statement:

**The mission of the PASC
Blue Workshop Staff is to...**
motivate, educate, and inspire
PASC delegates in a fun, safe
environment where they can
learn and expand their
leadership skills.

Constitution & Organization

Each council is different. Some choose to have a formal constitution, and others operate with an organizational structure in place that is less formal but still offers guidelines by which the organization abides.

STEP #2 Create an <u>organizational</u> <u>structure that</u> works FOR YOU and <u>YOUR COUNCIL</u> A.K.A. CONSTITUTION	OFFICERS	COMMITTEES	BY-LAWS
	HOW MANY OFFICERS SHOULD YOU HAVE TO FULFILL YOUR NEEDS? _____	HOW MANY COMMITTEES SHOULD YOU HAVE TO FULFILL THE NEEDS OF YOUR MISSION STATEMENT? _____	WHAT BY-LAWS SHOULD YOU USE TO RUN MEETINGS AND MAKE DECISIONS IN YOUR COUNCIL? _____
	<u>4 - 5 OFFICERS</u> PRESIDENT VICE-PRESIDENT SECRETARY TREASURER HISTORIAN _____	<u>4 - 5</u> <u>STANDING COMMITTEES</u> SOCIAL COMMITTEE SERVICE COMMITTEE SPIRIT COMMITTEE PUBLICITY COMMITTEE _____	Check out examples of Constitutions from schools _____
	Clearly define the roles & expectations of each officer	Clearly define the roles & expectations of each committee	Located in the back of this packet

Chestnut Ridge Middle School Constitution

The Middle School Student Council has membership in the National Association of Student Councils and the Pennsylvania Association of Student Councils. The CRMS Student Council follows the guidelines set forth in its constitution. The aims and purposes of the student council are:

High standards of Scholarship, Leadership, and School spirit

- Promote good school community relations
- Provide constructive student expression
- Promote good student teacher relations
- Plan and assist in school functions

Student Council elections are held each September. Any interested students must submit a statement to be printed on the election ballots describing why he/she should be voted on Student Council. Each grade level may elect four student representatives to serve on their behalf. The Vice President of Student Council will serve the following year as President; therefore, the Vice President cannot be an eighth student. Officers are elected by the Student Council.

The student council plans school dances, movie night, theme days, Christmas door decorating contests, provides a cafeteria committee, and serves as a liaison between the administration, teachers, and students. The student council has a questions and concerns box located on the guidance office counter.

Advisor *Mrs. Cindy Clark*

SAMPLE STUDENT COUNCIL CONSTITUTION

Article I

The name of this organization shall be the _____ **School Student Council.**

Article II

PURPOSE: The purpose of this organization shall be:

- To foster a spirit of cooperation among students and faculty.
- To promote and encourage activities for the best interest of the school.
- To develop good citizens and leaders through experience in government
- To provide a means for student expression, and
- To encourage student involvement.

Article III

Section I All members of the Student Council have certain powers guaranteed by the Constitution.

1.They have a right to recommend committees on the appropriate level. 2.Recommendations for anything of student concern in the building. 3.Student publicity 4.Application of the Constitution to the school during the year. 5.Holding executive meetings and reporting them. 6.Administration of elections. 7.Constitutional proposals and changes. 8.Fundraising. 9.Cooperation with faculty or advisor to perform tasks not guaranteed in the Constitution.

Section 2- Members of the Student Council have guaranteed rights but can be overruled by the principal. The principal has veto power to eliminate any proposition he/she feels is not beneficial to the school.

Article IV

All members of the Student Council must maintain an acceptable conduct average in order to run for and to hold office. Also, student council members must have a 77 academic average for the preceding semester.

Article V

The Student Body shall elect the members of the Student Council for a term of one year, during a designated election week assigned by the principal or advisor of the Council. Candidates shall be allowed to campaign the week prior to voting. Voting shall be done through a ballot, and the election committee and executive board shall determine all general details of the election.

Candidates for the election of a Student Body office must be an 8th grader to run for president, 7th grader for vice president, and 6th grader for secretary. Any

candidate running for Student Body President must have served at least one year on the Student Council. All candidates must have and maintain an acceptable conduct average in order to run for and hold office.

Student Body appointments shall be made by the Student Body President, in consultation with the Student Council Executive Council, and the approval of the advisor.

Article VI

Section 1-Membership

The Student Council shall be made up of the officers of the student body, the officers of the 6th, 7th, and 8th grade classes. Three representatives from each grade level will also be appointed.

Section 2 - Officers

The executive officers of this organization shall be a President, vice-president, and Secretary.

A. Duties of the President-The president shall preside at all Student Council meetings, call special meetings when necessary, appoint all standing and special committees, be the chairman of the elections committee, represent the Council on all occasions, and assume all other duties generally associated with this office.

B. Duties of the Vice-President-The Vice –President shall assume the duties of the president in case of his absence or disability .It shall be the duty of the VP to prepare devotions for certain assemblies.

C. Secretary-The secretary shall keep a record of all meetings of the Council and provide a bulletin, published when necessary, to be posted in homerooms. At the close of the school year the minute book shall be filed by the secretary in the Student Council files. In addition, the secretary shall carry on correspondence of the Student Council and shall keep a record of attendance.

Section 3 - Vacancies

The Student Body president, with approval of the council and advisor, shall be empowered to fill any Student Body vacancy. Appropriate class vacancies shall be filled by the appropriate class president, with the advice of his/ her exec. Comm. and the approval of the council and the advisor. In the case of the vacancy of the president, the vice-president becomes president.

Section 4 - Nominations and Elections

The members of the Student Council shall be elected by a ballot for the term of one year. The elections committee and the executive board shall determine all general details of the elections.

Section 5 - Committees

a. The following standing committees shall be appointed each year when necessary by the student body president. : Constitution, elections, human relations, publicity, and student involvement. Membership in these committees is not limited to the Student Council.

b. Special committees may be organized as necessary.

Article VII

MEETINGS: The Student Council shall not have to meet every week. Instead the Council will meet as necessary at the discretion of the President and advisor. The President with the approval of the advisor may call a special meeting

Article VIII

ADVISOR: There shall be one or more faculty advisors selected by the principal

Article IX

QUORUM A quorum for the transaction of business shall consist of a simple majority of the council.

Article X

APPROVAL: The constitution of the Student Council shall be proposed by a 2/3 vote of the Student Council and shall be adopted by a 2/3 vote of the student body participating on the day of voting. Any regulation passed by the Student Council concerning the Pine Forest Middle School is subject to approval by the administration.

Financial Organization

Step #3 Finances

To fulfill your mission, you must decide how much financial support you will need. If you do not receive any funding from your school, your council will need to carry out fundraising. Fundraisers can be school wide or can be as simple as hosting a dance. This is something that Quaker Valley does very often. We achieve two objectives of our mission in one event: promoting social

play outside of the classroom as well as raising money for our council or for a charitable cause.

It is very important for your treasurer to give a financial report at each meeting of your council. If your council is to effectively plan activities, the members must know how much money is at their disposal.



**Sample Treasurer
Ledger in the back of
the packet**

Quaker Valley Middle School
Student Council Finances

Date	Description	Deposit	Expense	Balance
10/19/06	6th Grade Fundraiser	\$ 1,451.50		\$ 1,451.50
10/19/06	7th Grade Fundraiser	\$1,175.75		\$ 2,627.25
10/19/06	8th Grade Fundraiser	\$880.00		\$ 3,507.25
10/24/06	PASC State Conference		\$475.00	\$ 3,032.25
10/24/06	Deer Lakes Conference		\$48.00	\$ 2,984.25
10/24/06	Crystal Clear Entertainment DJ		\$200.00	\$ 2,784.25
10/26/06	Deer Lakes Transportation		\$121.84	\$ 2,662.41
10/26/06	Baseball T-Shirt Design Prize		\$25.00	\$ 2,637.41
10/27/06	Fall Ball Profits	\$530.00		\$ 3,167.41
20-Nov	Juggling Club Request		\$450.00	\$ 2,717.41

STEP #4

PARLIAMENTARY PROCEDURE

MOTION

A MOTION IS A NEW IDEA
TO BE INTRODUCED
“I MOVE...”

SECOND THE MOTION

- EACH MOTION MUST BE
SECONDED BY 1 COUNCIL
MEMBER
- “I SECOND THE MOTION...”

DISCUSSION

- AFTER A MOTION IS
SECONDED, MEMBERS
MUST DISCUSS THE PROS
& CONS OF THE MOTION
- DISCUSSION SHOULD
HAVE A TIME LIMIT OF NO
MORE THAN 5 MINUTES

VOTE

- AFTER THE MOTION HAS
BEEN DISCUSSED, MUST
VOTE YES OR NO.
- IF THE COUNCIL VOTES
YES, THE MOTION PASSES

Meeting Organization

Having students run an effective meeting can be extremely difficult unless the students have a structure by which to operate. Using an agenda and basic parliamentary procedure will enable your students to accomplish all that they want to in an effective manner.

Sample Agenda

- I. Call to Order
 - a. The President starts the meeting
- II. Roll Call
 - a. The Secretary takes attendance to find out who is absent from the meeting
- III. Reading and Approval of the Minutes
 - a. The Secretary reads the notes from the last meeting to remind everyone what was done
- IV. Officer Reports
 - a. Each officer will report on anything they have to say, and will go in this order:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
- V. Committee Reports
 - a. Committee Chairs will talk about the activities they are working on
- VI. Old Business
 - a. Things that your council needs to finish talking about from the last meeting
- VII. New Business
 - a. New things that your council needs to talk about
- VIII. Announcements
- IX. Adjournment



Student Council Meeting Agenda

I. Council Communication

- a. I need everyone's e-mail in order to e-mail the agendas to you

II. Committees

- a. We need to get organized into committees to start coordinating
- b. We will have committee meetings from time to time.
- c. OFFICERS- we will be having a meeting at my house or at some location in Sewickley in order to discuss current projects and the status of our events under construction.

III. Brainstorm social events from October to December

- a. Last year each month had two-four events. Due to our budget, we probably want to keep it this way.
- b. There is definitely going to be a dance and a pep rally this year.

IV. Committees

- a. SOCIAL COMMITTEE- you should be getting ready for the dance. Seeing as it is the first one of the year, we need really good decor and music. We are all going to help out and you will get your budget soon.
- b. SPIRIT COMMITTEE- I was serious when I said we could do a bonfire pep rally. If you want, I can write a proposal for one, so if the school board says yes, we need to get the band, cheerleaders, and teams ready to perform.
- c. SERVICE COMMITTEE- What are your ideas?

V. Budget

- a. Treasurer will tell us the current balance.
- b. We should vote on a budget for the first dance, pep rally, service event, or anything else we are doing in October.

ALL IN ALL- Committees, you have your work cut out for you. Last year's events were either really cool or really in need of improvement, so we need to really make sure we stay on top of things. I know we'll do great!

V. Adjournment

Student Council
General Meeting

Agenda

- I. Call to Order (PRESIDENT)
- II. Roll Call
 - a. Take attendance of all those representatives present (SECRETARIES)
- III. Reading and Approval of the Minutes
 - a. SECRETARY reads their notes from the last meeting
 - b. The Student Council votes to approve the minutes so they can become the official record of the council's meeting
- IV. Officer Reports
 - a. Each officer will report on anything they have to say, and will go in this order:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
- V. Committee Reports
 - a. Committee members will report on what their committees are doing and give updates on how the work is coming along
- VI. Old Business
 - a. Business from the last meeting can be brought up here and discussed again during Old Business
- VII. New Business
 - a. New ideas can be introduced and discussed in New Business
- VIII. Announcements
 - a. Any member of student council can make announcements to the entire group
- IX. Adjournment

Project Planning

The ROPES of Project Planning

R Reason

_Social _Service _Fundraiser _Spirit: _____

O bjectives

Main Goal: _____

How: _____

When: _____

Where: _____

P lanning

Brainstorm ideas: (Using a chalkboard is ideal for filtering.)

Action	Who's job	By when	Done

E_{xecution}

Get your approvals and advertise using a central theme.

Use the “Done” column above to track your progress.

S_{ee How It Goes}

Discuss what worked well and what didn't. Write an evaluation within a few days. Did you meet the project's goal?

Strengths	Weaknesses

Characteristics & Roles of Officers

President	<ul style="list-style-type: none"> - Lead Meetings - Act as a Role Model - Organize the Agenda, Respect Members - Be Open-Minded - Communicate with Members, Advisor, & Principal
Vice President	<ul style="list-style-type: none"> · Back up to the President · Head of a committee or activity · Keeping track of a calendar · Filling in for the President · Sharing responsibility
Secretary	<ul style="list-style-type: none"> · Keeping notes/minutes at meetings · Take Roll · Communicates with school & student body · Web page updater / manager
Treasurer	<ul style="list-style-type: none"> · Budget for events · Money management · Sign checks · State how much money your council has · Accept ideas based on money available · Keep cash logs & collect money from fundraiser
Committee Chair	<ul style="list-style-type: none"> · Plan events · Set up the events · Communicates about their committee's actions · Keeps the council informed · Take requests from representatives & put them into action
Representative	<ul style="list-style-type: none"> · Talk to students & represent the school · Promote school spirit · Bring up ideas & concerns at meetings · Worker Bees · Speak for the student body

Summer Leadership Workshops

PASC offers an outstanding Summer Leadership Workshop for students going into grades 7 - 11. If you send your officers and other student council members to Blue, Gold, and Advanced Gold, they will return to you changed individuals, filled with knowledge, enthusiasm, ideas, and energy that will spread throughout your council like wildfire. Have your students take advantage of this priceless opportunity!!



Why spend a week at camp?

A PASC Summer Workshop offers the experience of a lifetime!

Imagine the energy, excitement, and enthusiasm of a PASC conference. Now, add a week of dynamic "hands-on" leadership training and the opportunity to exchange ideas and build connections that will last for years to come. If you're going to invest a week of your summer,

Discover

- new ways to bring out the best in others!
- great ideas for activities you won't want to miss!
- proven strategies for overcoming difficult situations

Expand

- your knowledge of the ethics and principles of leadership!
- your willingness to accept more challenging responsibilities!
- your understanding of, and appreciation for diversity!

Enhance

- your capacity to help others make decisions and take action!
- your power to make an effective presentation!
- your ability to clarify expectations and hold people accountable!
- your ability to write and present proposals that will get administrator approval!

Develop

- your leadership skills before you have to demonstrate them in your school!
- your ability to listen while you lead!
- an understanding of how to develop cohesive teams!

Student Testimonials about PASC Summer Leadership Workshops

"BLUE is an experience unlike any other. If you are willing to go the extra mile and truly want to grow as a leader, then BLUE will show you the way to becoming the leader and the individual that you truly are."

Noah Pollio,
Union Area MS

BLUE was that I learned the important qualities of student council, yet I still had so much fun making new friends and getting the true feeling of being a leader."

Sydney Sepkovic,
Connellsville Jr. HS



BLUE was an amazing week! I learned all about leadership, and how to work as a team. It's a great experience for any up-and-coming leaders who need that extra edge to take them to the next level.

Jeremy Ruppert,
Ingomar MS



It is absolutely amazing how within a short amount of time we are able to create and plan tons of successful and memorable events with kids we just met!

Anissa Gardizy,
Penndale MS

"All of the activities you do at this camp are extremely fun, but they also teach you important leadership skills. At this camp you learn more than just how to be a leader; you learn how to be a good follower and support all of your fellow council members."

Molly Forrest,
Quaker Valley MS