**CALVERT ASSOCIATION OF STUDENT COUNCILS (CASC)**

**OFFICER ELECTIONS 2024-2025**

**Students interested in running for a CASC office should:**

1. Review the attached descriptions of the officer positions.
2. Visit the CASC Website http://calvertasc.weebly.com/ and read over the CASC Constitution, Bylaws and Platform or email Mr. Goldstein for a copy.
3. Contact the person currently holding the position you are interested in:

 President Madelynn Kelly S64680@calvertnet.k12.md.us

 1st Vice President Andrew Lieux S53253@calvertnet.k12.md.us

 2nd Vice President Riya Vaidya S67474@calvertnet.k12.md.us

 Treasurer Victoria Humphrey S53071@calvertnet.k12.md.us

 Secretary Allison Jones S67192@calvertnet.k12.md.us

Contact Mr. Scott Goldstein, CASC Advisor, for further information. He can be reached at 443-624-0307 or goldsteins@calvertnet.k12.md.us

1. Review the attached CASC **TENTATIVE** calendar and talk very seriously with your parents/guardians about the implications for your family if you were an CASC officer
2. Talk with your principal and student council advisor to assess their understanding and support of your candidacy and the implications at the school level if you become a CASC officer.
3. If you decide to run, you must submit all nomination materials by Friday, April 19, 2024. **If you would like your resume and profile to appear in the Schoology Candidate Information Packet, you must submit your one-page resume, via email, by April 19, 2024.** See the Election Rules and the Nomination Form at the back of this packet for specific information and instructions.

**Advisors: Please talk with students who are interested in running for an elected CASC office about the commitment they are making when declaring their candidacy. The aforementioned activities are essential for making an informed decision about whether to seek an CASC office.**

**You are responsible for abiding by the adopted Election Rules. Once we have received your nomination materials, we will send you a copy of the Expense Report Form. Questions? Contact Mr. Goldstein at** **goldsteins@calvertnet.k12.md.us**

CASC Meeting Calendar

for Officers

May/June Officer Transitional Meetings

Staff Interviews and Selection

Last week of June National Association of Student Councils Conference

Last weeks of July Maryland Leadership Workshops, Inc.

or first week of August

August Summer Executive Board Meeting

September Executive Board Meeting

October General Assembly

Executive Board Meeting

 MASC Executive Board Meeting

*November General Assembly Planning begins*

November MASC Fall Leadership Conference

 Executive Board Meeting

December General Assembly

Executive Board Meeting

January MASC Legislative Session Training I

 Executive Board Meeting

 *February General Assembly Planning*

February MASC Legislative Session Training II (evening)

MASC Legislative Session

MASC Executive Board Meeting & State Lobbying Day

General Assembly AND SMOB Elections

Executive Board Meeting

March Executive Board Meeting

 *April General Assembly Planning*

March/April MASC Convention (three days/two nights)

April Executive Board Meeting

 General Assembly AND Officer Elections

May/June End of Year Dinner

*Note: All items in italics continue to meet throughout the year with the specified frequency.*

***Terms of Candidacy for all offices:***

For any of the four officer positions, all qualifications as outlined on the nomination form and concurrently in the CASC Constitution must be met.

In addition, it is recommended that candidates should be a long-term member in good standing of their school student council and have attended multiple CASC Executive Board and General Assembly Meetings in the past as well as conferences and meetings of the Maryland Association of Student Councils.

As per Article VI of the CASC Constitution, the duties of the CASC **PRESIDENT** include:

* Preside over all CASC meetings, both the Executive Board and the General Assembly
* Provide an agenda for all said meetings
* Issue a communicating statement to all schools of the goals of CASC
* Serve as an executive of MASC; and
* Direct all Executive Board members in their duties

Other duties of the President include, but are not limited to:

* establishing deadlines for, reviewing and editing all publications and minutes of CASC
* writing CASC Executive Board mailings and conducting additional correspondence when appropriate
* appointing staff and coordinating the work of all appointed staff
* establishing expectations
* providing direction
* brainstorming activities
* delegating
* encouraging and providing feedback
* maintaining contact with the Executive Board, Officer Team, and Advisor
* funneling information to and from staff members
* serving as the leader of the Officer Team and chairing Officer Team meetings
* providing support to CASC member schools
* preparing materials for all meetings, training sessions, and conferences

As per Article VI of the CASC Constitution, the duties of the CASC **FIRST VICE PRESIDENT** include:

* Assume the duties and responsibilities of the president when he/she is unable to do so
* Aid the President in fulfilling his/her duties and responsibilities
* Communicate with all school presidents regarding CASC events
* Aid the president in communications
* Aid in promoting student council in the schools
* Attend all CASC functions
* Coordinate CASC’s outreach

Other duties of the First Vice President include, but are not limited to:

* serving as the primary contact person with all School Presidents
* recruiting staff applicants
* providing information about CASC to interested organizations, providing information about potential associate organizations to MASC, and speaking as requested to school student councils
* Assist in editing all CASC publications

As per Article VI of the CASC Constitution, the duties of the CASC **SECOND VICE PRESIDENT** including:

* Assume the duties and responsibilities of the President when he/she , the First Vice-President, Treasurer, and Secretary are unable to do so;
* Aid the President in fulfilling his/her duties and responsibilities;
* Represent the views of Calvert County middle school students;
* Serve as an executive of MASC;
* Aid the President in communications;
* Communicate with all middle school presidents regarding CASC events
* Aid in promoting student council in the schools; and
* Attend all CASC functions

As per Article VI of the CASC Constitution, the duties of the CASC **TREASURER** include:

* Assume the duties and responsibilities of the President when he/she and the First Vice-President are unable to do so;
* Aid the President in fulfilling his/her duties and responsibilities;
* Disburse all CASC funds with the approval of the CASC Advisor
* Keep accurate, up-to-date record of all CASC financial affairs;
* Present and interpret financial reports of all CASC financial matters;
* Propose a budget for CASC for approval by the Executive Board prior to the First General Assembly
* Aid in the collection of dues;
* Improve CASC’s financial status; and
* Attend all CASC functions.

Other duties of the Treasurer include, but are not limited to:

* reviewing and revising CASC membership brochure and application
* developing any additional materials and marketing efforts to promote membership growth
* preparing, distributing and compiling membership survey
* reporting credentials information at each CASC General Assembly
* preparing member school packets, aiding the Executive Director with processing all membership applications, sending out receipts and member school packets
* reviewing and signing all reimbursement requests and appropriate checks
* preparing proposed expenses for the year
	1. Assume the duties

Aid in the collection of dues;

Improve CASC’s financial status; and

* 1. Attend all CASC functions

As per Article VI of the CASC Constitution, the duties of the CASC **SECRETARY** include:

* Assume the duties and responsibilities of the President when he/she, the First Vice-President, and the Treasurer are unable to do so;
* Aid the President in fulfilling his/her duties and responsibilities;
* Assist in all typing and administrative activities
* Attend all CASC functions; and
* Shall record minutes at every Executive Board and General Assembly meetings

Other duties of the Secretary include, but are not limited to,

* Share minutes with members of CASC, the Executive Board and advisors
* Conduct all correspondence with CASC and outside organizations
* Write all thank you notes and letters

***Other duties of an CASC office include, but are not limited to:***

* previewing speakers, presentations, and materials for conferences
* attending all officer meetings
* identifying student leaders to serve in training and leadership positions
* training rising leaders in the organization
* advocating on behalf of the organization

**CASC Campaigning and Election Rules**

(according to **Article VI, Section 3, Subsection 3 of the CASC Constitution**)

*Election Rules and Regulations- Campaigning by candidates will be allowed, but must meet Calvert County Public Schools rules and regulations. Candidates are also expected to follow CASC campaign rules and regulations, as follows:*

**Section 3. Elections**

1. Regular Elections
	1. Suffrage- All voting delegates of the General Assembly, as defined in Article IV, shall have the right of suffrage in regular elections.
	2. Nominations- All nominations shall be submitted to the CASC Advisor five days prior to the call to order of the session scheduled for electing officers for the following year. If there is no candidate for a position, nominations from the floor shall be accepted.
	3. Procedures- Each candidate shall be given the opportunity to address the General Assembly in a speech, not to exceed five minutes. At the conclusion of the candidates’ speeches for a given office, a question and answer period will follow with the length of the period at the discretion of the President. Then, each school shall caucus and determine how their votes will be allotted. Write-in candidates shall not be recognized. Candidates nominated from the floor as defined in sub-subsection b of this subsection are not considered write-ins. Election of an officer will require that a candidate receive more votes than his/her opponent when there are more than two candidates running, and when there are two candidates or less, election shall require that a candidate receive a simple majority of the votes.
	4. Tabulation- Tabulation of votes shall be made by the CASC Advisor, or his/her non-delegate designees.

 **B. In the event of more than two candidates running for an office, preferential balloting according to Robert’s Rules of Order Newly Revised will be used.**

C.Special Elections- When a said office becomes vacant prior to a regular election, the President shall nominate an individual to fill that position. Nominees will require the approval of two thirds of the CASC Executive Board.

D. Election Rules and Regulations- Campaigning by candidates will be allowed but must meet Calvert County Public Schools rules and regulations. Candidates are also expected to follow CASC campaign rules and regulations, as follows:

1. **Campaigning via social media platforms and other online outlets is permitted starting when the candidate’s home school accepts their application and must cease at the time of the call to order of the General Assembly at which the election is being held.**
2. **Campaigning is defined as the public statement of one’s candidacy to voting or non-voting delegates; the act of persuading voters to bolster one’s candidacy; the act of distributing materials directly related to a candidate by that candidate and/or the candidate’s campaign staff; any action that is directly related to assisting a person’s candidacy. Buying and preparing materials individually or with the aid of the candidate’s expressed campaign staff does not constitute Campaigning and Electioneering.**

 **b. Face-to-face campaigning will be permitted starting after the CASC Advisor has approved the candidate’s financial report starting on the day of the election until the call to order of the General Assembly at which the election is being held. After the call to order, the only time that campaigning can take place is during any recess called.**

1. **Face-to-face campaigning is defined as soliciting the support of, announcing candidacy to, and/or influencing a delegate in any way to vote for the candidate without the use of a social media and/or online platform.**
2. **Face-to-face campaigning may take place during a school’s primary, but is limited to the main building of the candidate’s home school, during school hours and must cease after the winner of the primary is announced.**
3. **The CASC Advisor can begin to receive financial reports starting the day before the General Assembly** but must be received by the call to order of the General Assembly at which the election is being held.

 c. No campaigning/hanging posters inside the meeting room.

 d.Each candidate may spend no more than $25 total for **all** campaign materials.

**1.Campaign materials are defined as any physical materials used by the candidate throughout their campaign for the CASC general election. Materials can include, but aren’t limited to, buttons, stickers, posters and flyers.**

 e.No edible substances may be used as campaign materials.

 f.The President has the right to call the Elections Committee in the event of a campaign discrepancy.

Calvert Association of Student Councils

**Nominations for 2024-2025 CASC Officers**

*Qualifications for CASC Officers as described in the CASC Constitution (Article VI, Section 2):*

*be enrolled in a Calvert County secondary school;*

* + 1. *the President shall be enrolled in ninth, tenth, or eleventh grade at the time of the elections;*
		2. *the First Vice-President shall be enrolled in ninth, tenth, or eleventh grade at the time of the elections;*
		3. *the Second Vice-President shall be enrolled in sixth or seventh grade at the time of the elections;*
		4. *the Treasurer shall be enrolled in eighth through eleventh grade at the time of the elections; and*
		5. *the Secretary shall be enrolled in grades eight through eleven at the time of the elections.*

*meet county eligibility requirements for extracurricular activity participation;*

*have attended at least one CASC Executive Board meeting in the school year of the elections;*

*shall not, for the President, First Vice-President, Treasurer, and Secretary hold the position of SMOB during the period of his/her term; and*

*Shall attend a voting member school during the elections.*

*Only one candidate from each school for each position will be recognized by the General Assembly*

Nominees must submit the following by ***Friday, April 19, 2024:***

* This completed nomination form.
* Resume (one page typed) listing experiences in school and community activities, leadership positions, honors, academic standing, and current grade point average.
* Personal statement describing your motivation for seeking MASC office and what you hope to accomplish while in office (one paged typed).

Nominee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CASC Office you are seeking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian’s Signature

**Principal’s verification:**

**The above nominee is a student enrolled in Calvert County Public Schools and meets the eligibility requirements for participation in Student Council.**

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**Principal’s Signature**

**Complete nomination materials must be *received* by the CASC Advisor, Mr. Scott Goldstein by April 19, 2024 via email (****goldsteins@calvertnet.k12.md.us)** **or they be ponied to: Mr. Scott Goldstein**

**Patuxent High School**

**12485 Southern Connector Blvd**

**Lusby, MD 20657**