

SGA Advisor Handbook



Building the Future



Carroll County Public Schools

Welcome Back Student Government Advisors!

First, I want to thank you for stepping up to be this year's SGA Advisor at your school. Without you, SGA would not be possible. Your dedication to your students is not going unnoticed! Your students, your principal, and your community appreciate all of the hard work that you will put in to make SGA at your school a success. The leadership opportunities that you are giving to your students will be remembered by them for years to come. Thank you again for your willingness to work with, mold, and nurture our future leaders.

This handbook is designed to aid you with SGA at your school. In this book, I have tried to place all necessary resources that you will need. Without a doubt, there will be items/resources that you will need that are not in this handbook. At any time, should you have any questions or need anything, please do not hesitate to contact me.

Best Wishes for a great school year, See you at CCSGA!

Jeffrey J. Alisauckas
Supervisor of Teacher and Leadership Development

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SECTION I

General SGA/CCSGA Information

SGA Advisor Responsibilities

- Oversee general activities of student government including but not limited to election of officers, general assembly meetings and school social activities.
- Guide and offer suggestions to students
- Assist students with budget and financial records to assure accurate records
- Arrange for transportation, in cooperation with administration, to and from county and state meetings.
- Accompany students to outside meetings and/or conferences
- Ensure payment of membership fee to Maryland Association of Student Councils' to ensure student eligibility to participate in state leadership activities
- Promote and register students for leadership events
- Encourage/prepare students to run for elected office at the school, county and state level.
- Report to the school administration and faculty on the SGA activities and/or ensure that students have the opportunity to meet with administration.

Advisor Checklist

Beginning of School Year

- Complete extra duty application
- Complete MASC application and pay fee
- Complete application for NASC and pay fee

During School Year

- Complete CCPS Field Trip Form for all CCSGA activities per Calendar
 - no more than 25 delegates per CCSGA meeting
 - **Forms due to your Principal 2 weeks prior to event**
- Complete MASC Field Trip Form (If MASC sponsored event)
 - **MASC activities require both a CCPS field trip form and MASC form**
 - If MASC activity requires a fee schools must submit a check request to Central Office and follow MASC instructions.
- Make sure field trip forms are complete front/back with all information
- Submit list of names to school nurse for medical information (2 weeks prior to trip)
- Verify/Schedule transportation
 - HS SGA's cover transportation cost/ride share with feeder schools or other local schools
- Complete substitute paperwork for trip
- Complete remuneration form

SGA Advisor List 13-14

High Schools Advisors

Liberty – Tom Clowes
Century – Penny Foster and Nancy Heasley
South Carroll – Gary Foote
Westminster – Robert Brown
Winters Mill – Rachel Pearce
North Carroll – Mary Reed
Manchester Valley- Nate Glass and Dustin Vargas
FSK- Jennifer Gosselin and Becky Bachtel
Gateway – Heather Semies

Middle School Advisors

Oklahoma Road – Jenn Rutters
Sykesville- VACANT
Mt. Airy – Sara Ziethen
West Middle – Deanne McGrath
East Middle – Emma Oberlechner
Shiloh – Pat Dotterweich and Deb Finch
North Carroll – Jackson Green
New Windsor – Jen Moran
Northwest- Jeff Beaghan
Crossroads - Heather Semies

**CARROLL COUNTY STUDENT GOVERNMENT ASSOCIATION
2014-2015**

- Aug. 18:** Advance Executive Board Meeting 10:00-2:00 pm@ Bear Branch
Aug 20-22: *MASC Advance*
- Sept. 11:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
Legislative Session Planning Committee Mtg. -1:15-2:30 – Central Off. Board Conf. Rm
- Sept. 23:** Pre GA Trainer Dinner 6:00 pm
- Sept. 24:** **CCSGA General Assembly 9:00-1:00 @ South Carroll High School**
- Oct. 14:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
Legislative Session Planning Committee Mtg. -1:15-2:30 – Central Off. Board Conf. Rm
- Oct. 23:** Officer Team to Present to Middle School Assistant Principals- 9:00
- Oct. 29:** Executive Board Meeting 12:00-2:00 pm (Central Office Board Conference Room)
- Oct. 30:* *MASC Executive Board Meeting (MSDE)*
- Nov. 13:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
Legislative Session Planning Committee Mtg. -1:15-2:30 – Central Off. Board Conf. Rm
- Nov. 15:** **MASC Fall Leadership Conference**
- Dec. 04:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
Legislative Session Planning Committee Mtg. -1:15-2:30 – Central Off. Board Conf. Rm
- Dec. 11:** PRE-GA Trainer Dinner 6:00 pm (Location TBD)
- Dec. 12:** **CCSGA General Assembly 9:00–1:00 pm @ FSK High School**
- Dec. 20:* *MASC Executive Board Meeting*
- Jan. 8:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
Legislative Session Planning Committee Mtg. -1:15-2:30 – Central Off. Board Conf. Rm
- Jan. 10:** Legislative Session Planning Day 8:00-4:00 @ MVHS (for officers and committee only)
- Jan. 17:** SNOW DATE - Legislative Session Planning Day 8:00-4:00 @ MVHS
- Jan. 29:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
Legislative Session Planning Committee Mtg. -1:15-2:30 – Central Off. Board Conf. Rm
- Feb. 6:** Legislative Session 3:00-9:00 @ MVHS (for officers, committee and staff only)
- Feb. 7:** **MASC Legislative Session 8:00-4:00 @ MVHS**
- Feb 13:** SNOW DATE- Legislative Session 3:00-9:00 @ MVHS
- Feb 14:** SNOW DATE - Legislative Session 8:00-4:00 @ MVHS
- Feb. 19:** Executive Board Meeting 12:00-2:00 (Central Office – Board Room)
SROB Interviews 2:00-3:30 (Channel 21 to video tape) – Central Office – Board Room
- Feb 21:* *MASC Executive Board Meeting*
- Feb. 23:** MASC Lobbying Day Annapolis, MD
- Mar. 05:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
- Mar. 25:** **MASC Convention – Hunt Valley, MD**
- Mar. 26:** **MASC Convention -Hunt Valley, MD**
- Mar. 27:** **MASC Convention -Hunt Valley, MD**
- Apr. 10:** Officer Team Meeting 12:00-1:15 – Central Office Board Conference Room
- Apr 23:** Pre-GA Trainer Dinner 6:00 pm
- Apr. 24:** **CCSGA General Assembly -9:00-1:00 @ North Carroll High School**
- May 19:* *MASC Executive Board Meeting*
- May __:** End of Year Celebration

Maryland Association of Student Councils
Proposed Calendar of Events 2014-2015
As of May 13, 2014



August 19 - 22

Reg. Opens July 16 / Reg. Closes Aug. 15

Location: Fairlee Manor, Kent County
\$15 per day per person

Officer Team Meeting – Tuesday Aft.
Staff Development Day – Tuesday Evening

Technical Training Day - Wednesday
Middle School Leadership Conference Training - Thursday
Executive Board Meeting - Friday

Saturday, September 20

Technical Training Certification – Round Two
 Location: TBD

Friday, October 17

Registration Opens: Fall Leadership Conference

Friday, Oct. 17 - Sunday, Oct. 19
\$50 per person

Staff Retreat – Bishop’s Head, CBF
 Location: Dorchester County

Friday, October 24

Deadline: School Nominations - Student Member on the BOE

Thursday, October 30

Reg. Opens Oct. 1 / Reg. Closes Oct. 27
\$8 per person

Executive Board Meeting and Educational Forum
 Location: Maryland State Department of Education

Saturday, November 1

Registration Closes: Fall Leadership Conference

Saturday, November 15

Reg. opens Oct. 17 / Reg. closes Nov. 1
\$25 per person (\$15 for trainers)

Fall Leadership Conference
 Location: TBD

Monday, November 24

Deadline: Candidate Packets - Student Member on the BOE

Wednesday, December 3

Registration Opens: Executive Board Meeting

Monday, December 15

Registration Opens: Certified Trainers for Legislative Session

Wednesday, December 17

Registration Closes: Executive Board Meeting

Saturday, Dec. 20

Reg. opens Dec. 1 / Reg. closes Dec. 17
\$8 per person

Executive Board Meeting
 Location: TBD

Thursday, January 8

Registration Opens: Legislative Session

Friday, January 9

Registration Closes: Certified Trainers for Legislative Session

Saturday, January 10 (Jan. 24 snow date)

\$15 per trainer (covers training & conf.)

Interviews: Student Member of the Board of Education

Training Day 1: Legislative Session
 Location: Manchester HS - CCSGA

<i>Friday, January 30</i>	<i>Registration Closes: Legislative Session</i>
Friday, Jan. 30- Sunday, Feb. 1	NASC LEAD Conference (Crystal City, VA)
<i>Tuesday, February 2</i>	<i>Registration Opens: February Executive Board Meeting</i>
Friday, February 6 (Feb. 13 snow date)	Training Day 2: Legislative Session Location: Manchester HS - CCSGA
Saturday, February 7 (Feb. 14 snow date) <i>Reg. opens Jan. 2 / Reg. Closes Jan. 30</i> <i>\$25 per person</i>	Legislative Session Location: Manchester HS - CCSGA
<i>Saturday, February 7</i>	<i>Deadline: Application Packets - Felix Simon Award</i> <i>Deadline: Applications - Principal / Advisor of the Year Award</i>
<i>Tuesday, February 17</i>	<i>Registration Opens: Convention</i>
<i>Thursday, February 19</i>	<i>Registration Closes: February Executive Board Meeting</i>
<i>Saturday, February 21</i>	<i>Deadline: Officer Nomination Forms</i>
Saturday, February 21 <i>Reg. opens Feb. 4 / Reg. closes Feb. 20</i> <i>\$8 per person</i>	Executive Board Meeting and Social Issues Forum Location: TBD
Monday, February 23 No cost	Legislative Lobbying Day Location: Annapolis
<i>Friday, March 6</i>	<i>Registration Closes: Convention</i>
Wed., March 25 - Friday, March 27 <i>Reg. opens Feb. 20 / Reg. closes March 2</i> <i>\$240 Delegates \$325 Adv. (\$400 Adv. Private)</i>	Convention Location: Hunt Valley Inn Hosts: TBD
Friday Evening, March 27 No cost	Regional Advisor Revue Meeting and Dinner Location: Hunt Valley Inn
Friday, April 17 – Sunday, April 19 Cost TBD	Region 2 Conference (New York Hosting) <i>Location: TBD</i>
<i>Wednesday, May 1</i> <i>Wednesday, May 15</i>	<i>Registration Opens: May Executive Board Meeting</i> <i>Registration Closes: May Executive Board Meeting</i>
Saturday, May 23	Executive Board Meeting Location: Chesapeake High School - tentative
Sunday, June 7	NASC Pre-Conference Meeting Location: TBD
Friday, June 26 – Sunday, June 28	NASC Conference Location: TBD

SECTION II

Field Trip Information and Forms

RESPONSIBILITIES OF THE TEACHER

Prior to the trip:

1. Secure as much information as possible about the place to be visited to assure that the trip can be educationally sound.
2. Get details regarding the physical facilities of the site.
 - e.g.
 - Can lunch be eaten at the site
 - Are there lavatory facilities
 - Is the site 100% handicapped accessible
 - Are there special programs/rules for school groups
3. Discuss the possibilities of a field trip with the principal prior to submitting a formal request.
4. **A Curricular Field Trip Study Guide Form and Curricular/Extracurricular Field Trip Request Form** should be submitted to the principal at least thirty (30) school days in advance for a one-day trip and at least forty (40) school days in advance for an extended/overnight trip. A chaperone list must be submitted with the request form.
5. Involve students in planning so they are aware of the purpose of the trip and so they have a background of information to make the experience most meaningful.
6. Secure written permission from parents or guardians of each student to take the trip. Require that all students have standard field trip permission letters signed by the parent/guardian and returned to the school. The principal will determine the time limit for the form letter.
7. As soon as possible, submit a tentative list of students eligible for the trip to the school nurse. This list shall be provided at least 2 weeks prior to the trip (4 weeks for an extended or overnight trip). Make sure you have the most up-to-date medical information from the nurse.
8. Print the emergency data for students from the web portal no earlier than one (1) week prior to the field trip.
9. Acquire an adequate number of approved chaperones who have completed annual Volunteer Training (Level II Volunteer) and met Carroll County Public Schools Volunteer Program guidelines. Provide the chaperones with information and regulations pertaining to field trips. There must be at least one (1) adult staff member and one (1) adult chaperone per unit of transportation.
10. Provide the principal with a list of all personnel going on the trip and a copy of the bus roster before the trip is taken and revise the list, if necessary, immediately before departing on the field
11. Only students/parents/guardians/volunteers who have been approved to attend the trip, and have traveled with the group to the site are eligible to participate in the group activities. Students shall not leave their assigned group unless there is an emergency that requires it. Under special circumstances and with prior approval of the principal, this requirement may be waived.
12. Make adequate plans for any student with special needs (including transportation). If a lift bus is needed, make arrangements so this student is not traveling alone.

13. Make adequate plans for any student who is **not** going on the trip.
14. Make sure all forms are completed and submitted according to established time lines.
15. Obtain a Certificate of Insurance showing Carroll County Public Schools 125 N. Court Street Westminster, MD 21157 as Certificate Holder from the facility the field trip is visiting. (Please see section on Insurance Information)

Day of the trip:

1. Carry important data such as names of students, their phone numbers and addresses, person to be contacted in an emergency and any pertinent medical concerns. This information shall be available during the field trip.
2. Obtain student medications and any other medical supplies from the nurse.
3. Determine the location of the **first aid kit** on the mode of transportation being used. The teacher is responsible for having the pertinent medical information on all students. This must be available during the trip.
4. A trained staff member shall be within reasonable proximity (including while riding on the bus) and available, at all times, to students with known medical needs or known life-threatening conditions. This staff person will maintain and be responsible for any student medication.
5. Only CCPS staff will carry student medications and administer them to the students. Exceptions will be made for students with permission to administer their own medications and for parents to administer medication to their own child.
6. Teachers and drivers need to work cooperatively to provide a safe experience for all. By state law, the ultimate responsibility and control of behavior on the bus lies with the teacher.
7. Carrying a cell phone on the trip is required in case of an emergency. Be sure that each adult chaperone and the school have the cell phone number.
8. Check attendance as students board the bus on departure and at each reloading of the bus during the trip. This check is made from the roster of those who are participating in the field trip.
9. In the event of an accident, the teacher shall seek the necessary emergency assistance and notify the school principal. Any student needing medical assistance at a hospital should be accompanied by a staff member. A chaperone may accompany a student only if there aren't enough staff members to supervise the remaining students.

After the field trip:

1. Return all medication, emergency information and supplies to the appropriate staff.
2. Upon return file with the principal a written report of any illnesses, injuries, or any incidents requiring disciplinary action. Include in the report the action taken by the teacher in charge. Medical forms are available in the school health room.
3. Teachers are expected to address in written form to the principal all unsafe driving conditions and concerns they have about the driver that may jeopardize the safety of their students or any inappropriate behavior on the part of the driver. The Principal will forward to the Director of Transportation Services.

CHAPERONES

1. A chaperone or volunteer chaperone is a person at least 18 years of age who accompanies students to supervise their activities or behavior and who offers their services to the local school(s) or to CCPS without receipt of monetary compensation. (Maryland State Law – Sections 6-106. Volunteer Aides)
2. A chaperone is an example of a Level II Volunteer. Chaperones must complete annual volunteer training and be approved to serve in that capacity.
* **See procedures for overnight trips**
3. A sufficient number of adult chaperones should be assigned to assure proper supervision of all students. Field trips require adequate and appropriate supervision in accordance with the nature of the field trips. A suggested ratio of adults to students is one adult for every 3 to 5 students for elementary, one adult for every 5 to 10 students for middle, and one adult for every 20 to 25 students for high school level. Depending on the nature of the activity and the location, the principal may use his/her discretion on the number of chaperones needed.
4. In order to maintain the safety of the students and to adequately account for their whereabouts, only those chaperones who are approved for that trip will be allowed to actively participate with the students. Individuals who may be present at the site of the trip, but are not an approved chaperone for the trip may not “shadow” the group or participate in any of the scheduled activities. If the group of students is performing at the venue, family members/friends present would be considered as any other spectators.
5. Adult supervision of field trips for classes or groups must meet the following minimum requirements:
 - a. At least one teacher per group or class must attend.
 - b. There must be at least one adult chaperone and one staff member on each bus or unit of transportation to assist the teacher in charge.

OVERNIGHT CURRICULAR/EXTRACURRICULAR TRIPS

In addition to the regulations for standard Field Trips, these procedures must be followed:

1. Overnight field trips that have definite educational value are permitted. The trip must be justified in terms of school or course goals and objectives.
2. Co-curricular and extracurricular activities may require an overnight trip. These trips will also be permitted with proper approvals.
3. The principal's written approval for an overnight trip must be requested at least forty (40) school days in advance of the trip. All volunteers, selected as approved chaperones for overnight trips or activities, are required to submit to a Background Check Request Form to the Coordinator of the CCPS Volunteer Program at least thirty (30) days prior to scheduled activity. Background Checks are conducted by an outside agency, so adequate processing time is required. The information obtained from a background check is only valid for the school year it is requested.
4. The original copy of the **Curricular/Extracurricular Field Trip Request Form** must be completed, signed by the principal, and forwarded to the appropriate Director/ All appropriate information must accompany the form (e.g. chaperone list, etc.)
5. A copy of the approval or disapproval of the overnight trip must be received by the principal from the Assistant Superintendent of Instruction at least two (2) weeks in advance of the trip.
6. The overnight field trip must be thoroughly planned to assure the appropriate conduct and welfare of the students and chaperones.
7. Any special arrangements for transportation, lodging, and/or other costs associated with the trip, are only available to students listed on the trip roster, staff accompanying students, and volunteers on the approved chaperone list.
8. Special consideration must be given to the number of chaperones on an overnight trip. Additional chaperones may be appropriate for overnight trips.
9. The teacher should submit a copy of the trip information/itinerary to the principal. Parents and chaperones should receive a copy of the information.
10. All school sponsored extended/overnight, regardless of the time of year, e.g. summer, need to follow all Carroll County Public Schools procedures for those trips.

MEDICATION PROCEDURE

MEDICATION PROCEDURE FOR OVERNIGHT FIELD TRIPS:

Certain school activities involve travel away from the school property for overnight or longer periods. To accommodate the potential need for medication at these activities, either over-the-counter or prescription, the following procedure will be followed.

1. When it is known that a student will require medication during the activity, the parent should be encouraged to chaperone the activity, control and administer the medication.
2. If the parent cannot accompany the student and the student must take medication, the student may carry the medication under the following circumstances:
 - a. **The medication is not classified as a controlled substance.***
 - b. The medication is in unit dose (individually factory sealed and identified).
 - c. Medication Consent form is completed appropriately and indicates permission for the student to carry the medication. Over-the-counter medicines require a parent signature only. Prescription medicines require written permission from the doctor and the parent. One copy of the (se) consent form(s) will remain with the student and a second copy will be in the possession of the administrator in charge.
 - d. The parent must submit the Medication Consent Form **no later than one week** prior to the trip to allow the school nurse to review the orders.
 - e. If under some unusual circumstances, the parent is unable to supply the permission form in the appropriate time frame, permission to carry **may** be given after review by the nurse and the principal.
3. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy. The student will give the remaining medication to the responsible staff member who will administer it according to the order on file.
4. If the student carries medicine without meeting the above criteria, the medication will be taken and the student will be subject to disciplinary action under the Drug and Alcohol Policy.
5. To meet the unforeseen minor medical concerns (headache, cramps, diarrhea, etc.) the administrator in charge on the field trip will have a stock supply of a limited number of over-the-counter medicines that he or she can give students with written permission from their parent to receive the medicines. These medicines will be: Tylenol, Ibuprofen, Benadryl, Tums, Kaopectate. This Discretionary Medication Permission form must be signed by the parent and returned to the school nurse **no later than two weeks before the trip**. This will allow time for the nurse to review and collate the information to give to the administrator.
6. If a student has an identified health need on his/her IEP on 504 Plan, and the parent of the eligible student does not accompany the student, efforts will be made to accommodate the medical needs. **The school nurse should be informed of the need at least two weeks prior to the trip.**

* If the medication is a controlled substance, the medication will be under the control of the administrator in charge or another staff member designated by him/her. The medication will be administered according to the physician's order and the routine medication procedures for CCPS.

INSURANCE INFORMATION

CCPS will take reasonable precautions to assure the safe travel and environment for students, staff and visitors. CCPS maintains insurance coverage required by Maryland law. This coverage is not all inclusive.

1. A Certificate of Insurance from the facility the field trip will be visiting must be on file with the Risk Management Office prior to the trip. To verify this information call the Insurance Risk Manager at 410-751-3035. When requesting a Certificate of Insurance, the Certificate Holder must be Carroll County Public Schools 125 N. Court Street Westminster, MD 21157. The Certificate holder should not be in the name of the school or organization sponsoring the trip.
2. If a Certificate of Insurance is not on file, the field trip coordinator is responsible for contacting the facility, obtaining the form and forwarding a copy to the Risk Management Office prior to the trip.
3. A Certificate of Insurance is also required from the company providing transportation (including planes, trains & boats) for any field trip using transportation other than approved school buses and coaches.
4. Contact the Insurance Risk Manager at 410-751-3035 with any questions.

**CARROLL COUNTY PUBLIC SCHOOLS
CURRICULAR/EXTRACURRICULAR FIELD TRIP REQUEST FORM**

Procedure: (See Procedures for Instructional Field Trips)

1. Submit to the principal three copies of the **Curricular/Extracurricular Field Trip Request Form** for ALL school trips including regular, overnight, Saturday, or late returns. **A copy of this form must be given to the school nurse and Risk Manager. The Assistant Superintendent of Instruction must approve overnight trips.**
2. Submit all permission slips signed by parent or guardian for each student to the principal or his/her designee one week before the trip.
3. Submit monies daily to the school's financial secretary.

Name of School: (Print) _____
 Teacher's Name: (Print) _____
 Teacher's Signature: _____ Date Submitted: _____
 Destination: _____
 Overnight Accommodations: _____ Phone #: _____
 Name and Phone Number of Contact Person: _____
 Date/Time Depart: _____ Date/Time Return: _____

Objective: _____

Modes of Transportation / Name of Carrier: _____
 Transportation may only be provided by contractors on the school bus and/or motor coach approved contractor list. (If students are to board any mode of transportation other than school bus or motor coach, the school administrator must contact the Carroll County Public Schools' Risk Management Officer.)

Total Cost of Trip: _____
 Funding Sources: _____
 Number of Students: _____ Grade/Subject: _____

Chaperone List/Form must be submitted with this form.
 Total Cost to Each Student: \$ _____ Cost of Bus: \$ _____ Other Cost: \$ _____

A copy of this request was given to the school nurse on _____ (Date)

PENDING FURTHER ACTION
 CCPS Volunteer Program Coordinator: _____ Date: _____
 Further action to be taken: _____

FIELD TRIP APPROVAL APPROVE: _____ DISAPPROVE: _____
 Obtained or verified through Risk Management (x:3035) that a Certificate of Insurance is on file _____
 Principal: _____ Date: _____
 (Approval denotes all chaperones meet CCPS Volunteer Program Guidelines)

OVERNIGHT FIELD TRIP APPROVAL

Supervisor: _____	Date: _____
Volunteer Program Coordinator: _____	Date: _____
Director of Transportation: _____	Date: _____
Supervisor of Health Services: _____	Date: _____
Director: _____	Date: _____
Assistant Superintendent of Instruction: _____	Date: _____

Disapproved by: _____ Date: _____
 Reason: _____

**** CCPS is not responsible for damage or loss of personal property. Personal property is the sole responsibility of the property owner.**

**CARROLL COUNTY PUBLIC SCHOOLS
CURRICULAR FIELD TRIP STUDY GUIDE**

Destination: _____

Purpose of Trip: _____ Introduction _____ Informational
 _____ Culminating _____ Extending or enriching

Instructional Objective: _____

Classroom Instructional Activities: _____

Resources (filmstrips, films, books, videos, etc.): _____

Follow-up Activities: _____

NOTE: To be submitted with **Curricular/Extracurricular Field Trip Request Form.**
A study guide of a different format can be used if it is acceptable to the principal.

**CARROLL COUNTY PUBLIC SCHOOLS
CURRICULAR/EXTRACURRICULAR FIELD TRIP PERMISSION LETTER**

DIRECTIONS: This form is to be completed and presented to the principal with the Curricular/Extracurricular Field Trip Request Form.

Date Submitted: _____

Dear Parents:

The _____ (Grade, Class, Organization) has been given permission to take a trip to _____ (Place) on _____ (Date). The trip will be taken on an approved carrier. Transportation for this trip will be provided by _____ (Bus/Service). The cost of the trip will be \$__per student. This amount includes _____. Teachers and the appropriate number of Level II Volunteers who have completed required training will accompany the group. The students will leave the school at _____ (Time) and return by _____ (Time). **In order to chaperone this trip, you must have completed annual required volunteer training at least 7 school days prior to the date of the trip and met CCPS Volunteer Program guidelines.**

Sincerely,

Teacher

APPROVED: _____
Principal

School

PERMISSION SLIP

Please complete, check yes or no and return to the classroom teacher within five (5) school days. Form must be returned whether the child is participating or not.

_____ (Name) has my permission to make the trip to _____ (Place) on _____ (Date) ___ yes or ___ no. I (we) believe that the *necessary precautions and plans for the care and supervision of my child during this trip will be taken.*

Pertinent physical or medical concerns that the staff should be aware of (i.e., allergic to bee stings, asthma, diabetes, etc.): _____

I consent to and authorize the Board of Education personnel or their designee to take whatever reasonable steps he/she deems necessary in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of my child.

Parent/Guardian Signature

Phone Number in Case of Emergency

**CARROLL COUNTY PUBLIC SCHOOLS
EXTRACURRICULAR ACTIVITIES MEDICAL FORM**

Form must be with the appropriate staff person when they supervise students for extracurricular activities away from the school.

In accordance with Carroll County Public School's field trip procedures, we are requesting that parent/guardian complete the information below regarding his/her child before the child can participate in extra-curricular activities.

EXTRACURRICULAR EMERGENCY MEDICAL FORM

Student: _____ **Phone:** _____

Address: _____

Parent/Guardian: Phone: Home: _____ **Work:** _____

Other Contact: Phone: Home: _____ **Work:** _____

Doctor: _____ **Phone:** _____

Insurance Company: _____ **Policy No.:** _____

Medical Information and/or Restrictions:

I consent to and authorize the Board of Education personnel or their designee to take whatever reasonable steps he/she deems necessary in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of my child.

Parent/Guardian Signature

Date

OVERNIGHT FIELD TRIP STUDENT ROSTER FORM *

DATE OF TRIP: _____ RETURN DATE: _____

EDUCATIONAL OBJECTIVE: _____

LOCATION: _____ DISTRICT/PARISH: _____

OVERNIGHT ACCOMMODATIONS: _____

PHONE: _____

ADDRESS: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

SCHOOL: _____

1.	15.
2.	16.
3.	17.
4.	18.
5.	19.
6.	20.
7.	21.
8.	22.
9.	23.
10.	24.
11.	25.
12.	26.
13.	27.
14.	28.

Approved: _____

Date: _____

* This roster must be completed two (2) weeks prior to the overnight trip, and a copy sent to the school nurse. With principal's approval, names may be added after the deadline. Any additional names need to be given to the appropriate staff as soon as possible.

Name of School: _____

Date(s) of Field Trip/Activity: _____

Destination: _____

CHAPERONE LIST

Please Print

*First person listed is to be lead teacher for this trip.

Name (first, middle initial, and Training last name required)	CCPS Employee YES or NO	CCPS Employment Location	Completed Annual Volunteer YES or NO
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

PERMISSION FORM FOR DISCRETIONARY MEDICATION ADMINISTRATION*

STUDENT NAME _____

Certain activities involve travel away from school for overnight or longer periods. In these circumstances **only**, CCPS will provide limited over-the-counter medications that they may give to your child. In order for the medication to be administered you must give written permission. This medication is for minor unforeseen ailments. If your student has a medical condition that requires routine use of these medications, you will need to supply the medication. **If your student has a condition for which he or she routinely takes prescription medicine, you must also have this form signed by your doctor to avoid any drug interactions.**

I give permission for a representative of Carroll County Public Schools to administer the following medication(s) to my student should he or she have symptoms that use of that medication may alleviate, e.g., Tylenol for a headache, Kaopectate for diarrhea, etc. I understand that the medication will be administered according to the guidelines on the medication package. No medication will be given in doses exceeding the over-the-counter amount. The following medications can be administered. Please mark which medications you give permission for the school official to administer to your child.

- _____ **Benadryl** (for allergic reactions, e.g., bee stings)
- _____ **Ibuprofen (Advil, Motrin)** (menstrual cramps, headache)
- _____ **Kaopectate** (diarrhea)
- _____ **Tums** (indigestion, upset stomach)
- _____ **Tylenol (regular/ extra strength)** (headache fever)

If a student carries any medication without signed permission or shares medication with another student, they will be subject to disciplinary actions under the Drug and Alcohol Policy of Carroll County Public Schools.

PARENT SIGNATURE _____

PHYSICIAN SIGNATURE _____

***This permission form is only for this trip. Each extended trip requires a separate form completed.**

SECTION III

SGA/CCSGA Meetings

Guidelines for Meetings

*If we are going to get our jobs done, we need to know both:
what the job is...and the best ways to do our work!*

<p>OFFICERS NEED TO:</p> <ul style="list-style-type: none"> ▪ Know the council goals ▪ Serve those students we represent ▪ Work hard ▪ Provide leadership ▪ Seeks fairness for everyone 	<p>MEMBERS NEED TO:</p> <ul style="list-style-type: none"> ▪ Know the council goals ▪ Serve those we represent ▪ Work hard ▪ Collect and bring ideas to council meetings ▪ Share ideas between council and class
<p>BEFORE MEETINGS:</p> <ul style="list-style-type: none"> ▪ Choose meeting materials ▪ Choose the kind of meeting to hold ▪ Plan the agenda and deliver copies to members ▪ Check the meeting place for chairs and equipment ▪ Arrive on time ▪ Be ready to help 	<p>BEFORE MEETINGS:</p> <ul style="list-style-type: none"> ▪ Review the agenda ▪ Be sure all the needed materials are ready ▪ Arrive on time ▪ Be ready to help
<p>DURING THE MEETING:</p> <ul style="list-style-type: none"> ▪ Help to get started on-time ▪ Follow the agenda ▪ Help the discussion-participate ▪ Know how to get things done (help others know) ▪ Encourage members. Give each one a chance ▪ Make positive suggestions ▪ Listen to each person ▪ Help summarize progress. Keep on track ▪ Use the last few minutes to review important decisions 	<p>DURING THE MEETING:</p> <ul style="list-style-type: none"> ▪ Listen attentively ▪ Help keep the group on-the-subject ▪ Try to use written motions so everyone may have a copy ▪ Be sure everyone has a chance to talk ▪ Keep asking: <ul style="list-style-type: none"> -Are we reaching our goals for this meeting? -Are we using our people and materials well? ▪ Share your ideas
<p>AFTER THE MEETING:</p> <ul style="list-style-type: none"> ▪ Put the room back-in-order ▪ Evaluate the meeting ▪ Send the minutes to teachers 	<p>AFTER THE MEETING:</p> <ul style="list-style-type: none"> ▪ Review your notes ▪ Arrange to report to your class ▪ Make-up missed class work
<p>BEFORE THE NEXT MEETING:</p> <ul style="list-style-type: none"> ▪ List jobs to do by the next meeting ▪ Check the minutes and reports ▪ Check committee work and reports ▪ Follow-up on recommendations and action ▪ Investigate and get ready to report back on items of interest 	<p>BEFORE THE NEXT MEETING:</p> <ul style="list-style-type: none"> ▪ Read the copies of the minutes ▪ Make a report to those you represent as soon as possible ▪ Write down important ideas and reactions ▪ Bring them to the next meeting

Parliamentary Procedure

Delegates will be able to:

- Identify and define the purpose and process of Parliamentary Procedure
- Review the essential parts of an agenda
- Describe the parts of legislation
- Define and compose legislation
- Explore the stages of parliamentary procedure
- Practice parliamentary procedure

Materials:

- Visual – Parliamentary Procedure purpose
 - Parliamentary Procedure is a system for organizing meetings and discussing ideas. It helps everyone's voice be heard and helps keep people and the meeting organized.
- Visuals – parts of agenda (sentence strips)
 - Real Terms (call to order, approval of minutes, etc)
 - Layman Terms (get the meeting started, what happened at the last meeting, etc.)
- Blank Parliamentary Procedure flowchart visual
- Stages of parli pro flowchart
- Visual – Legislation
 - Legislation is a written idea to express an opinion or take action
- Visuals
 - What?
 - Why?
 - Be it hereby resolved
 - Whereas (4-5)
 - Blank strips/construction paper on which you can write parts of legislation

Handouts:

- Parliamentary Procedure Flowchart (easy way)
- Blank Flowchart
- Model Legislation Form (with whereas clauses listed and blank spaces)

Outline:

- I. Introduction to Parliamentary Procedure (3 minutes, 3 minutes running)
 - a. Ask delegates to think of a time that they have been in a meeting. What made the meeting organized? What made it disorganized? Have delegates turn to a partner and share their answer.
 - i. Once delegates have shared with their partner, select a few students to share out to the group.

- b. Introduce Parliamentary Procedure with visual – Parliamentary Procedure is a system for organizing meetings and discussing ideas. It helps everyone’s voice be heard and helps keep people and the meeting organized.
 - c. Review objectives visual.
- II. The Agenda (7 minutes, 10 minutes running)
- a. Introduce this piece by saying, “The agenda sets the order of business for a meeting.” (post this definition).
 - b. Have parts of the Agenda in Layman’s terms taped under the seats of the delegates. Ask all delegates with a part of the Agenda under their seats to come up and make an agenda based on the pieces they have.
 - c. The Agenda should be placed in an order that makes sense (the words in the parenthesis are the real terms; the layman’s terms are first set of words).
 - i. Start the Meeting (Call to Order)
 - ii. What will we discuss at the meeting (Agenda)
 - iii. What happened as the last meeting (Minutes)
 - iv. What have the officers/staff been doing (Officer/Staff Reports)
 - v. What stuff didn’t we finish at the last meeting (Unfinished business)
 - vi. What new stuff do we want to discuss (New business)
 - vii. Some items of interest and reminders (Announcements)
 - viii. End of Meeting (Adjournment)
 - d. After delegates have put the layman’s terms in order in which they think it fits, review each part of the agenda by placing the real terms next to them. Ask delegates if they know the real names of the parts of the agenda and place the agenda parts written on cards (real terms) next to the parts that they represent.
 - i. Note – not all agendas have to have every section and there is never a “correct” order – it just needs to have a call to order and adjournment
 - e. Make sure everyone understands what it means and talk about why it was put in this particular order.
 - i. Unfinished business gets taken care of before new business is introduced
 - ii. The order of the agenda should be first so it can be amended/corrected if needed
 - iii. Minutes early in the agenda to refresh memory; etc.
 - iv. When the assembly approves the agenda, the presiding officer has to follow the agenda unless the assembly votes to change/suspend/amend it.
 - f. Transition to next activity – now that we’ve discussed the agenda and how things flow, we’re going to discuss how legislation.
- III. How to Write Legislation (15 minutes, 25 minutes)
- a. Post visual with definition of legislation and review – Legislation is a written idea to express an opinion or take action.
 - b. Review the steps of making legislation.
 - i. You start by asking two critical questions:

1. **What** is the project or activity that you are suggesting? Point to the “WHAT” visual on the board along with a blank piece of construction paper. Have the delegates as a large group come up with an idea and write it on the blank paper next to the what. Try to be specific without giving too many details. *Make sure to place this somewhat low on the wall so you can place the “why” and examples above it.*
 2. **Why** do you want to do this activity or project (point to the “Why” visuals – next to that should be several blank pieces of flip)? Write down all of the reasons you thought about for the project or activity. You might even want to include research data to support your thinking. Have delegates brainstorm several reasons why they want the project or activity. Write these on the pieces of individual flip (one reason per sheet – you should aim to have 3-4).
- ii. Now, we add formal wording to your ideas (as you go over the responses below, take the visuals labeled ‘be it hereby resolved’ and ‘whereas’ and place them over the what and why (and next to the additional whys):
 1. The **what** becomes the words “BE IT HEREBY RESOLVED.” This just makes your idea more formal.
 2. The **why** becomes “WHEREAS.” It also is just a formal way of saying why you want something.
 - iii. Now review that last step is to format the legislation so that:
 1. Your “WHEREAS” reasons are listed first...put them in order of weakest to strongest reasons. Try to have at least three reasons. Five reasons are great. These reasons must be stated accurately and correctly, as they may not be amended later!
Research is important!
 2. Your “BE IT HEREBY RESOLVED” is listed last. It is the final statement or “bottom line” on what you want the result to be.
 3. *When going over this, engage the delegates as much as possible. Have them help you reorder the “whereas’ clauses.*
- c. After reviewing how to write legislation, tell delegates to take out the blank legislation template from their folders. Have delegates pair up and create legislation.
 - i. If delegates are having trouble, gather everyone as a group and have them brainstorm ideas for all of the things that they could write legislation about. Ask them what opinions they want to share or actions they want to take.
 - d. Have delegates pair up and write legislation.
 - e. After 5 minutes, have delegates pair up with another group and share.
 - f. Bring everyone back together as a large group and call on a few people to share if time allows. **Pick one piece of legislation to submit for the mock general assembly and have another trainer run it down to the MASC**

office. Also, as soon as this legislation is picked, another trainer should begin preparing debate for and against the bill for use as examples later in the workshop.

- g. Great! Now that we've talked about writing legislation, we're going explore the process of discussing/approving an idea.

IV. Steps of Parliamentary Procedure (13 minutes, 38 minutes running)

- a. Post blank Parli Pro flowchart on wall.
- b. Distribute index cards with stages of Parliamentary Procedure listed on one side and a description of the stage on the other side. The cards should be numbered in the order in which you plan to review them.
- c. Have delegates come up in numerical order and post their stage on the flowchart. Before they post it, they should read the description to the group.

#	Term	Definition/Explanation for back of paper	How to explain it to delegates (for trainers)
1	Main Motion	"I have an idea!"	Every discussion begins with an idea, and with parliamentary procedure, this is no different. The main motion is the main idea being discussed. Let's imagine we are discussing the idea ____ shared with us (use your group's mock legislation)
2	Second	Agrees that we should talk about the idea	When somebody agrees that an idea is worth talking about, they call out "second." This shows that someone else wants the group to talk about the idea and this is when the discussion really begins.
3	General Consent	Moves that we agree on the idea and move on	If you think that this is an idea everyone can agree with, you call to adopt the main motion by "general consent." Don't get too excited though, because someone can still call out an...
4	Objection	"We do not all agree with the idea"	When somebody calls out "general consent," and you don't agree with the main motion, you object to the

			motion being passed by general consent.
5	Discussion	Starting with the author, participants are allowed to share their feelings about the idea. Alternates pro/con	Just about every motion spends a lot of time in this stage of the flowchart; being discussed. Discussion is an orderly way for both sides of a debate to fairly share their ideas. We are going to pause and take a look at some possible discussion points for our sample piece of legislation. * SEE SECTION IV, E *
7	Amendment	During discussion, someone can put forward an idea to change or alter the original idea. This is handled just like the main motion.	Let's say you like an idea, but there is one thing you would like to tweak about it. Maybe it's a logistical detail; maybe it's word choice. Maybe you just want to add something to make it stronger. You do this by writing down your change and submitting it as an amendment during discussion. The amendment is really a motion to change a motion, and is handled the same way as the main motion
8	Previous Question	A motion to end debate and take a vote. Requires a second and a 2/3 vote to pass	Think discussion has gone on long enough? By moving the previous question, you give the group the chance to end debate and take action on the motion being discussed. For the previous question to pass though, one must second the motion and the group must vote by a 2/3 majority to end debate.
6	Voting	An uninterrupted group decision time in which participants can vote in favor of or against the main motion. Voters may also abstain basically (casting a blank-vote)	When the group has finished discussing an idea and is ready to make a decision, it is time to vote. No other action can be taken during a vote other than voting. The chair

			will ask those in favor to raise their hands or cards, followed by those opposed, and those who choose not to vote for a particular side.
--	--	--	---

- d. Delegates should have a blank Parli Pro flowchart in their folders. As the group fills in the visual in the front, they should write in the stages on their own chart.
 - e. When they get to Pro/Con debate, partner delegates with the person sitting next to them. Each delegate should get a worksheet with pointers for constructing debate and space for organizing their thoughts. (see attached page). Share the examples another trainer prepared to give the delegates some ideas.
 - f. Delegates should read over and work through the worksheet with their partner. Have a few partners share their debate and a little bit about the strategies they used to write it.
 - g. Have each delegate save their worksheet to use as a guide in the mock general assembly and for points in the discussion.
 - h. Finish going through steps of Parli Pro and filling in visual and individual handouts.
 - i. When all of the stages are up, ask if anyone has any questions.
- V. Mock Debate (5 minutes, 43 minutes running)
- a. Choose one piece of legislation to go through Parliamentary Procedure, to make sure delegates understand how it would get approved.
 - b. As facilitators, make sure that you are actively monitoring the process. If delegates get confused at any point, freeze them to refer back to the visual of each step.
- VI. Wrap Up (2 minutes, 45 minutes running)
- a. On a scrap sheet of paper, have delegates write down one thing that they want to make sure that they remember about Parliamentary Procedure to help them during the upcoming Mock General Assembly.
 - b. Review objectives
 - c. Answer any other questions

SECTION IV

CCSGA Constitution
NASC Officer Guide

Carroll County Student Government Association Constitution

Preamble

We, the students of the Carroll County Student Government Association, in order to promote inter-school relations, provide ideas for member student governments, initiate and promote improvements and activities for the general wellbeing of the students of Carroll County Public Schools, provide opportunities for students to share their opinions with other students and the Carroll County Board of Education, do ordain and establish this constitution.

Article I: Name and Affiliation

Section 1 - The name of this organization shall be Carroll County Student Government Association, herein referred to as the Association or CCSGA.

Section 2 - The official abbreviation of the Carroll County Student Government Association shall be CCSGA.

Section 3- The Association shall derive all of its power and authority from member student governments and their constitutions.

Section 4- The Association shall maintain cooperation and affiliation with the Carroll County Board of Education and community and leadership organizations.

Article II: The General Assembly

Section 1- The General Assembly shall be comprised of the following:

- A. Elected and appointed officials of the Association.
- B. Delegates from member schools.
- C. Elected officials of the Maryland Association of Student Councils attending public schools in Carroll County.

Section 2- The General Assembly shall have the ability to:

- A. Enact legislation.
- B. Appropriate and secure funds.
- C. Impeach and try officers, as referred to in article eight.
- D. Expel or suspend member Student Governments.
- E. Elect officers.
- F. Amend the current constitution or ratify a new one.
- G. Act on all official business of the Association.

Section 3- All powers not specifically granted to the Executive Board by this constitution shall be granted to the General Assembly.

Article III: Attendance and Voting

Section 1- High Schools

- A. Each high school may send up to twenty-five voting delegates to CCSGA General Assembly meetings.

Section 2- Middle Schools

- A. Each middle school may send up to ten voting delegates to CCSGA General Assembly meetings.

Section 3- Alternative Schools

- A. Each alternative school may send up to ten voting delegates to CCSGA General Assembly meetings

Article IV: Elected Officer Qualifications

Section 1- The President

- A. Must be a member of either the junior or senior class during the term of office.
- B. Must have at least one year of membership in the General Assembly prior to election.
- C. May hold office for more than one year.
- D. May not be the President or Vice-President of a member Student Government.
- E. Must abide by the Carroll County Eligibility Regulations for Extracurricular Activities.

Section 2- The Vice President

- A. Must be a member of either the sophomore, junior, or senior during the term of office.
- B. Must have at least one year of membership in the general assembly prior to election
- C. May hold office for more than one year.
- D. May not be the President or Vice-President of a member Student Government.
- E. Must abide by the Carroll County Eligibility Regulations for Extracurricular Activities.

Section 3- The Secretary

- A. Must have at least one year of membership in the General Assembly prior to election.
- B. May hold office for more than one year.
- C. May not be the President or Vice-President of a member Student Government.
- D. Must abide by the Carroll County Eligibility Regulations for Extracurricular Activities.

Section 4 The Second Vice-President

- A. Must be in the eighth grade during the term of office.
- B. Must abide by the Carroll County Eligibility Regulations for Extracurricular Activities.

Article V: Nominations and Elections of Officers

- Section 1 - Yearly elections shall be held for the positions of President, Vice-President, Secretary, and Second Vice-President.

Article VI: Staff Appointments

- Section 1 - The President of the Association may appoint staff as needed.

Article VII: Executive Board Duties

The authority of the Association shall be vested in a President and an Executive Board, consisting of the officers of the Association enumerated in this Article.

Section 1 - The President of the Association shall:

- A. Be elected for a one year term and shall serve as the Chief Executive Officer of the Association.
- B. Serve as the presiding officer of the Executive Board and General Assembly and delegate authority as deemed necessary.
- C. Call regular meetings of the Executive Board with the consent of the advisor.
- D. Be responsible for reporting on behalf of the Carroll County Student Government Association at the monthly meetings of the Carroll County Board of Education.
- E. Not have a vote in either the Executive Board or the General Assembly, except in the case of a tie.

Section 2 - The Vice-President of the Association shall:

- A. Be elected for a one year term and assume all duties of the President when he/she is unable to discharge those duties.
- B. Assist the President in all activities of the Association.
- C. Perform any additional duties as assigned by the President.
- D. Be entitled one vote at all meetings.

Section 3 – The Secretary of the Association shall:

- A. Assume the duties of the President when both the President and the Vice-President are unable to discharge those duties.
- B. Maintain the roll and all correspondence of the Association.
- C. Record and distribute the minutes of the Executive Board and General Assembly meetings.
- D. Perform any additional duties assigned by the President of the Association.
- E. Be entitled one vote at all meetings.

Section 4 – The Second Vice-President of the Association shall:

- A. Be elected to serve a one year term.
- B. Act as the official liaison between member middle schools of the Association and the Executive Board.
- C. Aid regional middle school representatives in the development of middle school programs within that region.
- D. Serve as a voting member on the MASC Executive Board.
- E. Perform any additional duties assigned by the President of the Association.
- F. Be entitled one vote at all meetings.

Section 5 - The School Presidents and Vice-Presidents shall:

- A. Present any appraisals, complaints, or any other matters of importance to the Executive Board and/or General Assembly.
- B. Attend all Executive Board and General Assembly meetings of the Association.
- C. Inform the Association of all local Student Government activities.

- D. Inform their home school delegation of meetings of the Association.
- E. Prepare their facilities for Association meetings held at their school.
- F. Be entitled one vote at all meetings.

Article VIII: The Student Representative on the Board of Education and the Student Representative Elect

Section 1 - Election of the Student Representative Elect

- A. The student representative elect shall be elected by the Association.

Section 2 - The Student Representative Elect shall:

- A. Attend all Executive Board and General Assembly meetings of the Association as a non-voting officer along with monthly Board of Education meetings.
- B. Collaborate with the Student Representative on the Board of Education.
- C. Serve for a term to shadow the current Student Member.

Section 3 - The Student Representative to the Board of Education shall:

- A. Voice the opinions and the needs of the students of Carroll County to the Board of Education by attending the monthly meetings of the Board of Education.
- B. Attend all Executive Board and General Assembly meetings of the Association as a non-voting officer.
- C. Participate to the fullest extent in the actions and deliberations of the Board of Education.
- D. Collaborate with the Student Representative Elect.
- E. Represent the Association at meetings of the Maryland Association of Student Councils.
- F. Represent the Association at the meetings of the Maryland Association of Student Board Members.

Article IX: The Executive Board

The President has the authority to bring the Association's Executive Board together as a voting body to act on behalf of the General Assembly when it is not convened in general session and cannot be convened in a timely fashion. When acting on behalf of the General Assembly, the Executive Board has the power to enact legislation, make appropriations, and secure funds. The Executive Board, acting on behalf of the General Assembly, may adopt and resolve among itself any indecisive assembly issue that it sees fit. The Executive Board retains the authority to modify and ratify the bylaws of the Association. All elected and appointed members of the Executive Board, excluding the President, the Student Member, and the Student Member Elect, are entitled one vote at all meetings of the Executive Board.

Article X: Resignation and Removal from Office

Section 1 - Resignation of the President

The President shall signify his/her intentions in letters to the Advisor and Vice-President with the date resignation is to become effective.

Section 2 - Resignation of all other officers

The resigning officer shall signify his/her intentions in a letter to the President and the Advisor of the Association.

Section 3 - Removal from office

Any member of the Executive Board may be removed from office for failure to fulfill mandatory qualifications or failure to perform his/her duties as stated in Articles III and Article V.

Article XI: Vacancies in Office

Section 1 - The office of President shall be filled by the Vice-President.

Section 2 - The office of Student Member Elect shall be filled in the same manner it is chosen.

Section 3 - The offices of Vice-President, Secretary, and Second Vice-President shall be filled by Presidential appointment and must be approved by a simple majority of the Executive Board.

Section 4 - All other positions shall be filled in the same manner as they were originally chosen.

Article XII: Parliamentary Authority

Section 1 - The Parliamentary law of the CCSGA shall be governed by those principles set forth in Robert's Rules of Order, Newly Revised Edition unless those principles come into conflict with a governing act or document of the Association.

Article XIII: Constitutional Amendments

Section 1- Amendments to the constitution must be pre-filed by presentation before the Executive Board. The Executive Board will review the proposed amendment for clarity, artistry, understanding, and fluency. A legislative work session will be held during the following General Assembly meeting. Delegates may openly debate the amendment in question, and then the General Assembly shall vote on approval or denial. Amendments to the constitution must receive a two-thirds majority of the General Assembly.

Section 2- The Executive Board, while reviewing the proposed amendment, has the power to deny its movement to the General Assembly.

Section 3 - For consistency in technical areas the President shall appoint, when he/she deems it necessary, a person to review the Constitution and make any changes needed for the document to be grammatically correct, provided that the intent of the clause is not changed. Any such changes must be approved by a majority vote of the Executive Board.

Article XIV: Ratification

The Constitution of the Carroll County Student Government Association shall be ratified and shall come into full effect upon receiving a two-thirds majority vote of the General Assembly.