

# **Alaska Association of Student Governments**

**AASG**

## **Handbook**

Revised 2012 Winter Board Meeting

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- See online at [AASG.org](http://AASG.org)

### **AASGA**

- Alaska Association of Student Governments Advisors' Organization

## ACRONYMS

**ASAA** (Alaska Student Activities Association)

**AASG** (Alaska Association of Student Governments)

**AASGA** (Alaska Association of Student Governments Advisors)

**NASC** (National Association of Student Councils)

**E-Board** (Executive Board)

**SBEED** (State Board of Early Education Development)

**Beamers** (Friendly messages to other participants at conference)

**RSVP** (Raising Student Voice and Participation) Leadership seminar

**ROSE Exchange** – students exchange homes Rural to Urban

**Parli-Pro** – Parliamentary procedure

**Cup Game** – Kids participate in a cup movement game contest

**3-2-1** = Environmental Conservation of Energy

**Roberts Rules of Order** (Rules of how we run the meetings)

**GA** – General Assembly...where resolutions are discussed and passed (main focus of the conference) All students must attend.

**Correspondent:** Person who is designated to carry placard and introduced speaker in the GA that speaks to a resolution.

**Placard** – The voting sign. Each school may only have one. They can bring their own or use one made at the conference.

**Ban the R-Word** (Ban the word Retarded)

**YIG (Youth in Governance)**

**Pods** – Community Based opportunities, service projects, or cultural.

**Workshops** – Educational Skills. Ex: Suicide Prevention, Parliamentary Procedure, RSVP

## What you should know about AASG

### AASG Mission Statement

The Mission of the Alaska Association of Student Governments is to provide leadership training, communication, and a student voice for all of its members on a local, state, and national level.

### Beliefs

1. The organization should promote leadership, character, cooperation, and unity of Alaska's diverse cultures.
2. The organization should be student run.
3. The AASG Conference should promote both leadership and political action.
4. The organization should be the voice for Alaskan students on all pertinent action.
5. Conferences should be a positive experience for hosting schools. The experience of hosting a conference should provide students with many growth and leadership opportunities.

### Leadership Opportunities

AASG is involved in a variety of activities, for example:

- Many AASG members\ schools are helping with the Winter Special Olympics.
- RSVP (Raising Student Voice and Participation)
- AASG members also participated in the Let's Vote Alaska program
- Each summer our organization sends a state delegation to the National Association of Student Councils (NASC) Conference.
- AASG also grants scholarships to assist students with the cost of attending the NASC Conference.

### Conferences

There are two AASG Conferences each year (hosted by various member schools. In Alaska there are approximately 185 AASG member school districts. The delegates attend a general business meeting where they will submit and vote on resolutions. (This is the focus of the conference.)

- Fall: 3 day conference (Usually 700 about delegates)
- Spring: 3 day conference (Usually about 300 delegates)

***\*Usually there is a pre-conference conference that is beneficial to new delegates and advisors.***

## **AASGA**

AASGA stands for the Alaska Association of Student Council Advisors. The president is selected at the Fall Conference. The AASGA Board or Steering Committee, are the advisors to all Executive Board members.

### **Executive Board Offices**

President, Vice-president, Public Relations, Parliamentarian, SBEED Rep., ASAA Rep, Secretary, Registrar Fall, Registrar Spring, Region Reps. 1,2,3,4,5,6, & 7)

## **Executive Board and AASG**

### **Member Schools**

Any school in the state of Alaska, who is a member of ASAA, is welcome to join AASG. AASG dues are: \$175 annually for schools with 50+ students, and \$25 annually for schools with less than 50 students. Non-member school delegates may still s\attend an AASG Fall or Spring conference, however, they do not receive a vote on official business matters.

### **Election Process**

The *Executive Board* is the ruling board for the Association. Executive Board members assume the responsibility of representing the students of Alaska.

Paperwork for petitioning for office is available on the **AASG.org website**. Turn in paperwork at the registration booth at the Conference. After that, petition forms may be turned in to any of the people on the Executive Board. The positions of the *Regional Representatives* are decided, announced, and filled by the Region at the Spring Conference. These positions are occupied by the representing school for two years.

### **Fall Conference**

#### **Elected**

President (1 yr)  
Vice-president (1 yr)  
Public Relations(1 yr)  
Secretary/treasurer (1 yr)

#### **Interviewed**

ASAA Rep. (2 yr)  
Parliamentarian (1 yr)  
SBEED Rep. (2 yr)

(SBEED elects the representative in January and term of office is from June to July)  
(Past president serves until the Winter Business Meeting.)  
(Registrar changes after each conference selected by conference council.)

## Spring Conference

### Elect – two Year Position

Region I                      Region II

Region III                     Region IV

Region V                      Region VI

Region VII

*Change in odd*                *Change in even*  
*number years*                *number of years*

## AASG Awards

Nominations are submitted by the spring conference. The awards are selected by the Executive Board. You can find the application forms on the [aasg.org](http://aasg.org) website. Here is a list of awards:

### **Student of the Year**

Turn in an application for any student who you feel has done a great job in student government.

### **Advisor of the Year**

Complete an application for your favorite Student Government Advisor. Some nominations requirements include the qualities that make your advisor eligible for this award and how your advisor fulfills the obligation of an “Advisor Guided-Student Led” organization.

### **Administrator of the Year**

This is an opportunity to thank your administrator. Explain in detail how your nominee has demonstrated administrative support for your student council.

### **Student Public Service Award**

Turn in an application for any student. In detail, explain the specific actions the nominee has unselfishly accomplished as a service to benefit his/her community.

### **Annual Community Support Award (Corporate/Local)**

Be sure to include how a specific corporation or local sponsor has supported your student government activities and how it has positively affected your school.

### **Spring Poster Contest**

Students bring the posters based on the theme to the spring meeting where they are adjudicated and prizes are awarded.

### **AASG Scholarships**

## **Resolutions**

### **(The main focus of our leadership conference)**

Students are naturally concerned by events and decisions that affect their lives. These concerns are valid and insightful and it is important that students have a voice in the issues that impact them. AASG has provided a vehicle by which students may convey their ideas and opinions to those who make important decisions that influence their lives. AASG accomplishes this by adopting resolutions presented bi-annually at the spring and fall General Assemblies (**GAs**).

Anyone can write a resolution and present it to the GA of AASG for review. When writing a resolution, students should ask themselves the following questions: Does the resolution accurately portray the opinion of most students? Does the resolution seem appropriate for AASG's scope of influence? Will the resolution have a positive affect on student life? What actions do I want AASG to take?

All resolutions must be turned into an Executive Board vice-president electronically by the time announced at the conference. They will be addressed in the GA according to how they were received. In order to increase the efficiency with which AASG can process and dispense the resolutions, a certain protocol should be observed while creating them. (See handouts online). If they are hand delivered to AASG at the conference...bring them on a disk or a disk storage unit for inclusion in the agenda prior to the state of the conference. A copy of all resolutions should be made available to every school in attendance at the business meeting.

A sample resolution (purely fictitious) can be found on the following pages. This has been included as a helpful guide to the fledgling resolution writer. At the conference, the resolution will be read, discussed, amended, and is either adopted or fails. If a resolution is adopted, it will be sent to all of the individuals/agencies that were identified on the cover sheet.

#### **Submissions:**

- **Beginning online submission date is one month before the conference (two week window)**
- **These will be reviewed and sent back. However, schools can submit resolutions online after that date or carry them in at the conference.**
- **Resolutions will be ordered by the exact date and time of the online submission received at vice-president's email address [aasgvp@gmail.com](mailto:aasgvp@gmail.com)**

### **Presentation of Resolutions at Conference**

Here are a few guidelines for discussion etiquette for resolutions in the General Assemblies. *These have been designed to help increase the efficiency with which the resolutions are dispatched and keep the often heated debate at a professional level.*

- The author (or author's representative) will read the resolution.
- The author has the first chance to debate immediately after the reading of the resolution.
- Each school may only speak twice on resolution and must wait for their second turn until all others who wish to speak alternately as indicated by the president.
- A speaker on the floor must be introduced by their *school's correspondent* before speaking.
- People wishing to speak should line up behind the appropriate microphone with correspondent and placard and wait to be recognized by the president before speaking.
- Amendments and their debate should be made at the pro microphone.
- Keep comments concise and in good taste. No swearing, indecent gestures or personal attacks on anyone involved in the process.



## Resolution Cover Sheet

Resolutions submitted without this cover sheet will not be brought before the general assembly until the form is completed. Also, the resolution will not be sent if the proper addresses are not included.

Title of the Resolution: \_\_\_\_\_

Name of the Author: \_\_\_\_\_ School: \_\_\_\_\_

1. Has the member school approved the resolution? \_\_\_\_\_  
*(If so, it will bear the name of the school. If not, it will bear the name of the author only.)*

2. Who should receive a copy of this resolution? (e.g.)

- Local School Board Local Mayor/City Council
- Local Service Agencies State Legislature
- State Board of Education & Early Development
- State Agencies
- Alaska School Activities Assoc.
- Professional Associations
- State Legislature
- DEED (Department of Early Education Development)

**List below the name and addresses of the individual(s) and/or agencies that are to receive a copy of this resolution.**

3. What is the intent of the resolution? Does it address a statewide issue, or is it a local concern that would benefit from the support of AASG?

4. Does the resolution address a statewide issue? \_\_\_\_\_ Is it a local concern that would benefit from the support of AASG? \_\_\_\_\_

5. What have you/your school/your district already done to address this issue?

6. Did you research your topic thoroughly? Have you cited your sources in text and on a Works Cited page? \_\_\_\_\_.

6. By when should this resolution be distributed? Within 1 month? \_\_\_\_ 1-6 months?

\_\_\_\_\_ No specific timeline \_\_\_\_ Unknown \_\_\_\_ Other \_\_\_\_\_

## Requirements for Submission of Resolutions

In order to be accepted for presentation at the AASG General Assembly, all resolutions must include:

1. an action statement, and
2. citations (MLA format) for sources of information, such as statements of fact and research.

An action statement declares what the author of the resolution intends to happen to this resolution. By this we mean whether author wanted the resolution sent to the Alaska State Legislature, Alaska State School Board, certain schools, ASAA, specific persons, etc. Action statements will be typed under the “Therefore, be it resolved by AASG” statements. Action statements should be short and to the point. Action statements can be amended by the General Assembly.

You must cite your sources for information used in your resolution. The State School Board, Legislature, and other bodies will take these resolutions more seriously with citations. Citations must be in MLA format. For a quick way to cite your sources in MLA format, go to [citationmachine.net](http://citationmachine.net). If you are having problems citing your sources, contact the AASG Vice President.

All resolutions must fulfill these requirements if the authors want this resolution to be brought forth to the GA.

Resolutions must be read as printed for the GA. Resolutions cannot be “submitted as read.” Amendments will be accepted only in writing.

Below is a sample resolution done in required format:

# SAMPLE

**Alaska Association of Student Governments  
Resolution \_\_  
Student Payment  
Submitted by Tropical Trees High School  
October 32, 2028**

- 1 Be it resolved by the Alaska Association of Student Governments;
- 2 Whereas, school should prepare students for the rigors and rules of
- 3 real life;
- 4 Whereas, part of real life is employment;
- 5 Whereas, school should prepare students for gainful employment;
- 6 Whereas, part of employment is a paycheck at the end of the week;
- 7 Whereas, students are required to perform tasks just as they might be
- 8 so required in the work world;
- 9 Whereas, “students who do internship programs do better in adult life by 10 eighty
- percent” (Lee 15);
- 11 Whereas, students receive no paycheck for exemplary achievements in
- 12 academics;
- 13 Whereas, students deserve a substantial reward for the labors the so
- 14 selflessly provide;
- 15 **Therefore, be it resolved by the Alaska Association of Student**
- 16 **Governments that AASG supports a weekly paycheck for all hard**
- 17 **working students.**

**Work Cited**

Lee, Andy. Internship Programs and Success. NY: Harper Row, Inc, 2008.

**Action Statement:**

If passed, send this resolution to the following people with addresses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by:

Author’s Name: \_\_\_\_\_ Student

Council President: \_\_\_\_\_ Date Passed: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

## **Advisor Expectations**

### **Supervise your delegates including and not limited to:**

- o Sleeping
- o In regional meetings
- o During General Assemblies (GAs)
- o RSVP...Actively listening or taking notes
- o During free time

### **(The only exception to this is Advisor Meetings)**

- When in workshops and pods, students will be under the supervision of an adult. Advisors may be asked to supervise other students at various activities.
- If you are registered to be staying over night in the school, that is where you and your delegates are expected to be. Please do not cause confusion by making other housing arrangements. If an emergency arises, put the executive director in the loop.
- Advisors are expected to model and enforce the AASG Code of Conduct (see attached)
- Advisors and delegates are asked **NOT** to attend non-conference activities. The host school has worked hard to prepare a variety of activities, please attend them all.
- If you do need to leave the conference, please inform Carol Waters, AASG Executive Director or host school advisor of the name of the advisor supervising your delegates in your absence.

**All delegates must have an advisor present.**

## **AASG CODE OF CONDUCT**

The Alaska Association of Student Governments (AASG) is under the umbrella of the Alaska School Activities Association (ASAA). Student participants are ambassadors of their school and community. As such, ASAA and AASG expect

students to portray good citizenship, practice fair and ethical behavior, and to be good role models. To ensure health, safety and rights of all participants in ASAA- and AASG-sponsored events, the AASG Executive Board adopted this Code of Conduct.

AASG-sponsored events strive to offer a safe environment for Alaskan students to learn, grow and have fun. Although event organizers have assumed responsibility for planning a safe and wholesome program, it is the responsibility of each student to behave in an appropriate manner. The accompanying advisor or chaperone retains responsibility for the student while traveling to and from the event, as well as at the event itself, unless it is otherwise indicated on the Parent/Guardian Consent for Student Participation / Travel form. Individual school district policies may also further delineate this responsibility.

**All students participating in AASG-sponsored events are expected to:**

1. Be under the direct supervision of a school official or his/her designee at all times.
2. Attend all event sessions that are required by the school and/or the advisor.
3. Respect the rights, diversity and safety of others.
4. Treat event personnel, including host school staff and students, with dignity and respect.
5. Respect the property of other individuals and facilities. Vandalism, theft, and possession of stolen property will not be tolerated.

**All ASAA- or AASG-sponsored events will be conducted in drug-free environments. Use, possession, and/or distribution of alcohol, tobacco, or illegal drugs are strictly prohibited.**

**Violation of this code will result in the withdrawal of the student's right to participate in the event, as well as to attend the event. The student's advisor, AASG administrator and director, host school's administrator and the host school's advisor jointly retain the right to send the student home**

**at the student's expense.**