



# 2025-2026 HANDBOOK

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# Alaska Association of Student Governments (AASG)

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# ABOUT AASG

The Alaska Association of Student Governments is part of ASAA, and receives generous in-kind and financial support from ASAA. AASG has a student-led Executive Board with support from the Executive Director and the Steering Committee of Advisors. The AASG Executive Board includes the President, Vice President, Parliamentarian, Secretary, Treasurer, Public-Relations officer, Representative Liaison to ASAA, and Representative Liaison to Alaska State Board of Education and Early Development; all of whom are selected at the spring conferences. Representatives from the six AASG regions are selected at the fall conference. The Steering Committee is comprised of the advisors of the students serving on the Executive Board. Included in this Handbook are materials for your use when engaging in AASG activities.

Please check our web site at <http://www.aasg.org> for updates.  
For more information contact the ASAA office at (907)375-4400.

## **Alaska Association of Student Governments Constitution**

ratified January 17, 2025

### **Article I - Name and Purpose**

- A. The name of this organization shall be the Alaska Association of Student Governments, hereinafter referred to as AASG. The sponsoring organization of AASG is to be the Alaska School Activities Association, hereinafter referred to as ASAA.
- B. The purpose of AASG shall be to:
  - 1. Convey such information as opinions, issues, and opportunities to and from Alaskan secondary school students.
  - 2. To represent the concerns of Alaskan secondary school students on the local, state, and national levels.
  - 3. Act as a liaison between students and partner organizations to promote communication and student input.
  - 4. To train Alaskan secondary school students to perform leadership roles effectively.

### **Article II - Membership**

- A. Membership in AASG shall be open to all secondary school student governments in Alaska per ASAA policy.
- B. The affiliation of one constituent school within a school district extends to any other constituent school within that school district, even if that school is not directly affiliated with ASAA.
- C. The General Assembly of AASG, hereinafter referred to as the GA, shall consist of at least one representative of each member school's student government or district group membership present at the conference.

### **Article III - Organization Structure**

- A. Executive Board
  - 1. The Executive Board of AASG shall consist of the following officers:
    - a. President (non-voting except in the case of a tie)
    - b. Vice President
    - c. Secretary (non-voting)
    - d. Legislative Council Chair
    - e. Parliamentarian (non-voting)
    - f. Public Relations Officer
    - g. Conference Registrar (non-voting)
    - h. One Region Representative for each ASAA region

- i. One Jr. Region Representative for each ASAA region
- j. Representative to ASAA
- k. Representative to the State Board of Education and Early Development, hereinafter referred to as SBEED
- l. Junior Representative to the SBEED
- m. Executive Director (non-voting)

**B. Steering Committee**

- 1. The Steering Committee, hereinafter referred to as AASGA, shall be comprised of the following:
  - a. The advisors of the Executive Board officers
  - b. The Executive Director

**C. Officers**

- 1. The officers elected by the GA in accordance with the Bylaws are the President, Vice President, and Public Relations Officer.
- 2. Per the Bylaws, officers selected by the Executive Board shall be the Parliamentarian, Secretary, ASAA Representative and SBEED Representative.
- 3. The Legislative Council Chair shall be selected by general election per the bylaws after being subject to a screening interview by the Executive Board.
- 4. The conference host school shall appoint the registrar, who shall serve on the Executive Board in accordance with the Bylaws.

**D. AASG Executive Director**

- 1. One position is open to candidates from within Alaska, hired jointly by representatives from the AASG Executive Board, AASGA membership, and the ASAA Director.

**Article IV - Elections, Appointments, and Vacancies**

**A. Elections**

- 1. All nominations, interviews, and elections shall be executed per the Bylaws.
- 2. The newly elected Executive Board members will assume office as the final order of business at each conference. The outgoing and incoming officers will transition to avoid disruption to the organization.
- 3. No individual may hold multiple offices simultaneously.
- 4. Each Region shall elect its respective Junior Region representatives at the Fall Conference.
- 5. At the Fall Conference, Jr. Region Representatives who have served for one year will be elevated to Region Representatives.
- 6. Jr. Region Representative and Region Representative shall both serve one-year terms.
- 7. At the Spring Conference, the GA shall elect a President. The President shall serve a one-year term.

8. At the Spring Conference, the GA will elect a Vice President who will serve a one-year term.
9. At the Spring Conference, the GA will elect a Public Relations Officer who will serve a one-year term.
10. At the Spring Conference, upon passing a vetting/interview process, the Executive Board shall recommend up to 3 candidates for the Legislative Council Chair to the General Assembly. From this pool of candidates, one student shall be elected by the General Assembly.

#### B. Appointments

1. At the Fall Conference, the Executive Board shall select and submit nominees to the SBEED for the position of Student Representative. Following selection of the SBEED Representative, the Representative is sworn in at the next Business Meeting with their term ending at their second Spring Conference in office. This allows for approximately a six-month overlap.
2. ASAA candidates will be interviewed and elected at the Fall Conference. The ASAA Representative will serve a two-year term on the Executive Board.
3. At the Spring Conference, the Executive Board will select a parliamentarian by interview. The Parliamentarian will serve a one-year term on the Executive Board.
4. At the Spring Conference, the Executive Board will select a secretary by interview. The Secretary will serve a one-year term on the Executive Board.

#### C. Vacancies

1. The Vice President shall fill a vacancy in the office of the President.
2. Vacancies in the offices of the Vice President, Parliamentarian, Secretary, or Public Relations Officer shall be filled by appointment of the Executive Board, which must be approved by the next session of the General Assembly.
3. Vacancies in the position of a Region Representative shall be filled by the Jr. Region Representative.
4. Vacancies in the position of Jr. Region Representative shall be filled by the delegate's school.
5. The Registrar's school shall fill a vacancy for the Registrar position.
6. A vacancy in the office of SBEED Representative shall be filled per SBEED policy.
7. A vacancy in the office of ASAA Representative shall be filled per ASAA policy.
8. A vacancy in the office of Legislative Council Chair shall be filled by appointment of the Executive Board.

## **Article V - Regional Organization**

- A. ASAA will define regions.
- B. Any school wishing to affiliate with a region other than the one assigned must submit a formal written request to the Executive Board for approval.
- C. Junior Region Representatives shall be elected for one year at the Fall Conference by member schools from their region.

## **Article VI - Meetings**

- A. The GA shall meet twice per year. The site and date of such meetings shall be determined through negotiations between the Executive Board and the host school. If multiple schools apply to host a conference, the host school shall be determined by a vote of the Executive Board.
- B. The President or any three Executive Board members have the authority to call an emergency meeting of the Executive Board by giving written notice and reasoning for such meetings at minimum one week in advance of such meetings.
- C. Meetings shall be conducted per Robert's Rules of Order Newly Revised, hereinafter referred to as RONR, of the most recent edition.
- D. The Constitution and Bylaws shall supersede RONR and any decisions made by members of the Executive Board, the Executive Director, or other policies or practices.
- E. AASG is under the jurisdiction of ASAA and must abide by ASAA policies.

## **Article VII - Ratification**

- A. The Constitution and Bylaws shall be ratified and shall be the sole charter from which AASG derives its authority when its proposal receives a minimum two-thirds majority of votes cast in the GA.
- B. Proposed amendments to the Constitution and Bylaws must be submitted by a student, which may include members of the AASG Executive Board.
- C. Proposed amendments to the Constitution and Bylaws must be distributed in writing to all Executive Board members and member schools before the end of the first General Assembly.
- D. The Constitution may be amended at a GA meeting only if the proposed amendment receives a minimum of two-thirds of the votes cast.
- E. The Constitution and Bylaws shall take effect immediately following the adjournment of the meeting at which they were ratified.
- F. The Executive Board will approve policies to implement the Constitution and Bylaws.



## **Alaska of Associations of Student Governments Bylaws**

Ratified on January 17, 2025

### **Article I - Parent Organization ASAA**

- A. ASAA shall have the following powers and duties:
  - 1. In conjunction with AASGA and the AASG Executive Board, the AASG Executive Director will be appointed.
  - 2. Conduct an annual audit.
  - 3. Give assistance, leadership, and counsel to AASG.

### **Article II - Member School Advisor**

- A. Advisors shall be responsible for the students from their school who attend all AASG-sponsored events and activities.
- B. The advisor shall attend all advisor and regional meetings.
  - 1. The advisor shall pre-register their school with all necessary conference information and ensure payment to the host school for all students and advisors at each conference.
  - 2. A member school is a school that has a student council or student government and has paid its annual membership dues.

### **Article III - AASG Executive Director**

- A. The Executive Director shall have the following powers and duties:
  - 1. Work as an independent contractor.
  - 2. Actively participate in the planning and organization of all AASG-sponsored activities.
  - 3. Attend all Executive Board meetings and teleconferences, fall and spring conferences, national, regional, and statewide conferences, leadership training camps, and meetings as dictated by the Executive Board.
  - 4. Attend Executive Director meetings with approval from the Executive Board.
  - 5. Give assistance, leadership, and counsel to the Executive Board, including working with the President to set agendas.
  - 6. Work with AASG officers to develop and support their program.
  - 7. Work with the AASGA membership and Steering Committee to provide advisor training and support.
  - 8. Work with the Executive Board and Registrar to establish dates with and support host schools in conference planning.
  - 9. Serve as a liaison to ASAA and national and regional organizations.
  - 10. Work with the ASAA Representative to prepare and submit quarterly and annual reports to the ASAA Board of Directors and all member schools.
  - 11. Procure and administer grants and other funding sources.
  - 12. Maintain AASG permanent records.

12. Work with the ASAA bookkeeper and auditor to supervise the collection and expenditure of AASG funds.
13. Conduct public relations efforts to promote AASG, including arranging ASAA newsletter articles and updating the AASG website.
14. Work to prepare the annual operating budget.
15. Submit an annual finance report to the Executive Board.
16. Maintain AASG membership records and support renewal efforts.
17. Aid advisors.
18. Provide monthly reports to the Executive Board regarding actions taken under the Executive Directorship.
19. Sign passed resolutions.

#### **Article IV - Host School for Fall and Spring Conferences**

##### **A. Qualifications**

1. Have an active Student Government and advisor willing to plan a conference.
2. Provide a student and advisor liaison to the Executive Board for the business meeting before the conference.
3. Make appropriate housing available for all delegates at the conference.
4. Coordinate business meeting needs with the President and the Executive Director.

##### **B. Responsibilities and Duties**

1. The host school agrees to follow the AASG Conference Financial Guidelines.
2. The host school shall submit a proposed balanced budget to the AASG Executive Director before committing any expenses.
3. Complete conference accounting with the ASAA accountant and AASG Executive Director within 30 days of completion of the conference.
4. AASG shall loan the host school the funds for two student delegates to attend a national or regional conference before the AASG conference if funds are available, as determined by the Executive Board and Executive Director.
  - a. The host school shall repay this loan from their conference profit.
  - b. AASG shall waive loan repayments for one attendee if no profit is made from their conference.
  - c. The host school shall be responsible for repaying the loan of the second attendee in all circumstances.
5. The host school may limit attendance at the conference per space restrictions at the host school.
6. All applications to host the spring or fall conference must be received 365 days before a conference. If no applications are received, the decision will be on a first-come, first-serve basis.

#### **Article V - Organization Structure**

##### **A. General Assembly (GA)**

1. The GA shall have the following powers and duties:
  - a. Amend these Bylaws per Article X.
  - b. Ratify or reject proposed amendments to the Constitution and Bylaws with a two-thirds majority vote.
  - c. Introduce business items, including action on resolutions.
  - d. Act on other items brought forth to the GA.

B. Executive Board

1. The Executive Board shall have the following powers and duties:
  - a. Establish goals for AASG schools.
  - b. Prepare and approve an annual budget.
  - c. Review and accept the annual audit.
  - d. Supervise all AASG elections per Article.
  - e. Approve the change in the regional affiliation of member schools.
  - f. Act for the GA between its meetings on duties not specifically reserved for the GA.
  - g. Serve as a constitutional board of review, which, when serving in this capacity, may include other members appointed by the President.
  - h. Change the date and location of the fall or spring conference.
  - i. Set dates and places for regular meetings of the Executive Board.
  - j. Take action necessary to execute these powers and all other powers conferred by the constitution and bylaws or any amendment.
  - k. Develop and implement Executive Board policies governing the ongoing procedure of AASG and its Executive Board.
  - l. As a subcommittee, participate in selecting the Executive Director in conjunction with the ASAA and AASGA Boards.
  - m. As a subcommittee with the Steering Committee have three members on the disciplinary committee.
  - n. Provide engaging opportunities for the GA.
  - o. Provide the opportunity for funding for delegates to travel in the form of Travel Scholarships unless the Executive Board deems the funding is inadequate.
2. The Executive Board shall have a quorum with three-fourths of the board present.
3. The President shall have the following powers and duties:
  - a. Preside over all meetings of the AASG General Assembly and the Executive Board.
  - b. Serve as spokesperson for AASG to other organizations and in all matters of concern to AASG.
  - c. Appoint standing and special committees to assist in carrying out policies and directions of the GA.

- d. Call meetings of the Executive Board.
  - e. Provide agendas for the GA and Executive Board.
  - f. Attend the national and regional conferences and meetings during his/her term, with registration and pre-conference fees paid by AASG, as approved by the Executive Board. If the President cannot attend, an Executive Board member will be appointed in his/her absence.
  - g. Submit a report at each GA meeting.
4. The Vice President shall have the following powers and duties:
    - a. Attend all meetings of the AASG GA and Executive Board.
    - b. Assume the powers and duties of the President in the event of the President's absence.
    - c. Send or give passed resolutions directly to the advisor of the author to be acted upon.
    - d. Send passed resolutions directly to the ASAA Executive Director.
    - e. Sign passed resolutions.
    - f. Advise member schools on submitting resolutions.
    - g. Work with committees at the request of the President.
    - h. Submit a report at each meeting of the General Assembly.
  5. The Public Relations Officer shall have the following powers and duties:
    - a. Attend all meetings of the AASG GA and Executive Board.
    - b. Aid the Vice President in sending out Resolutions.
    - c. Serve as the communications coordinator for member schools.
    - d. Coordinate service projects with conference schools.
    - e. Coordinate the awards committee, should one exist.
    - f. Work with committees at the request of the President.
    - g. Submit a report at each meeting of the General Assembly.
  6. The Region Representatives shall have the following powers and duties:
    - a. Attend all meetings of the AASG GA and Executive Board.
    - b. Fairly represent all member schools within their region.
    - c. Attend the Youth Legislative Advisory Council
    - d. Ensure effective communication between their region and the Executive Board.
    - e. After each conference and business meeting, distribute a newsletter via the website and by mail or e-mail to all schools in their region.
    - f. Send packets from the SBEED and ASAA Representatives to the member schools within their region.
    - g. Work with committees at the request of the President.
    - h. Submit a report at each meeting of the General Assembly.
  7. The Junior Region Representatives shall have the following powers and duties:

- a. Attend all meetings of the AASG GA and Executive Board.
  - b. Attend the Youth Legislative Advisory Council
  - c. Fairly represent all member schools within their region.
  - d. Ensure effective communication between their region and the Executive Board.
  - e. Work with committees at the request of the President.
8. The AASG representatives to the SBEED shall have the following powers and duties:
- a. Attend all meetings of the SBEED.
  - b. Attend all meetings of the AASG GA and the Executive Board.
  - c. Represent the interests of AASG before the SBEED.
  - d. Carry out directions of the AASG GA and Executive Board.
  - e. Provide a student's perspective to the SBEED.
  - f. Provide written reports of each SBEED meeting to the Executive Board.
  - g. Submit a report at each GA meeting.
  - h. Provide a typed or written report to be placed on the website.
  - i. Work with committees at the request of the President.
9. The AASG representative to the ASAA shall have the following powers and duties:
- a. Attend all meetings of ASAA.
  - b. Attend all meetings of the GA and Executive Board.
  - c. Represent the interests of AASG before ASAA.
  - d. Carry out directions of the AASG GA and the Executive Board.
  - e. Provide a student's perspective to ASAA.
  - f. Provide written reports of each ASAA meeting to the Executive Board, which will be posted on the website.
  - g. Work with committees at the request of the President.
  - h. Submit a report at each GA meeting.
10. The Secretary shall have the following powers and duties:
- a. Attend and take minutes of all meetings of the AASG Executive Board, including teleconferences.
  - b. Send completed minutes to the Executive Board no more than 14 days after the meeting.
  - c. Complete other correspondence as requested by the President.
  - d. Work with committees at the request of the President.
  - e. Submit a report at each GA meeting.
  - f. Archive copies of the minutes for General Assemblies and Business meetings in written form on the AASG website.
11. The Parliamentarian shall have the following powers and duties:
- a. Attend all meetings of the GA and the Executive Board.

- b. Advise the Executive Board on parliamentary procedure.
- c. Call to the attention of the Executive Board any error in the proceedings that may affect the rights of others or otherwise cause harm.
- d. Explain procedures before any elections.
- e. Chair the Constitution and Bylaws Committee
- f. Work with committees at the request of the President.
- g. Submit a report at each GA meeting.
- h. For every region, distribute 100 votes evenly amongst the region's schools in attendance at the GA.

12. The Registrar shall have the following powers and duties:

- a. Submit a proposal to host the conference to the Executive Board.
- b. Attend all meetings of the Executive Board immediately before his/her conference.
- c. Present a conference plan to the Executive Board and GA at the meeting preceding the conference, to be posted on the AASG website.
- d. Present a proposed balanced budget to the Executive Board at the business meeting preceding the conference.
- e. Present a financial accounting and summary of the conference to the Executive Board within 30 days of the close of the conference.
- f. Submit a report at each GA meeting.

13. The Legislative Council Chair shall have the following powers and duties:

- a. Attend all meetings of the GA and the Executive Board.
- b. Chair the Youth Legislative Advisory Council, composed of Region and Junior Region Representatives.
- c. Provide the Youth Legislative Advisory Council and the Executive Board with relevant information from the State Board of Education and Early Development (SBEED), and the Alaska Legislature, i.e. the Alaska Senate and House of Representatives, about bills and policies affecting Alaskan youth.
- d. Provide outreach to Alaskan schools to inform students about relevant policies and practices discussed in the State Board of Education and Early Development and the Alaska Legislature.
- e. Compile reports summarizing the Youth Legislative Advisory Council's opinions regarding relevant policies. Reports will be sent to the SBEED, as well as the Alaska Legislature, for their consideration.
- f. Submit a report at each GA meeting

14. The Steering Committee shall have the following powers and duties:

- a. Be composed of advisors of all Executive Board members.
- b. Coordinate all communication between the advisors and their respective regions.
- c. Attend all meetings of the AASG GA and the Executive Board.
- d. Assist and support Executive Board members in fulfilling the duties and responsibilities of their respective offices, including newsletter contributions.
- e. Provide continuity to AASG from year to year by providing for and participating in the orientation of incoming Steering Committee members and Region Representatives.
- f. Provide their region with information from the state officers and host school.
- g. Serve as liaisons to all secondary school principals in their region.
- h. Serve as the board of appeals, in coordination with the Executive Director, in all matters brought before the Executive Board.
- i. Appoint at least one member to serve on the Budget Committee.
- j. Work with committees as requested by the President of the Executive Board or President of AASGA.
- k. As a subcommittee with the Executive Board, appoint three members to the Disciplinary Committee.

## **Article VI - Resolutions**

### **A. Submission of Resolutions**

- 1. Resolutions must be submitted before the start of the last meeting of the GA of a conference.
- 2. Resolutions will be placed in the order received via the AASG Vice President's email. In the case that multiple resolutions are submitted by the same author in succession, the Vice President may change the order of resolutions submitted to the GA at their discretion.
- 3. Resolutions must be submitted to the current AASG vice president electronically within the prescribed timeline in an editable format (such as Microsoft Word or Google Docs)
- 4. Resolutions must be submitted through advisors.

### **B. Tabling Resolutions**

- 1. Resolutions shall not be tabled to the next conference.
- 2. Resolutions not brought to the floor during an AASG conference may be re-submitted at the next conference.

### **C. Passed Resolutions**

- 1. Resolutions passed by the GA shall be sent directly to the advisor of the original author and the Executive Director of AASA in the state under which they

passed, verified by signatures from both the Executive Director and Vice-President.

**D. Executive Board Resolutions**

1. At each AASG, the Executive Board will submit a resolution to be generally presented to the first GA of the conference.
2. The Executive Board Resolution shall initially be presented as a neutral resolution. Once presented, the GA will debate the resolution, and then attach a stance to the resolution through an amendment.
3. Generally, the Executive Board Resolution will be based on education legislation, or other happenings prevalent to students across Alaska.
4. The Executive Board Resolution will be generally written by the SBEED Representative and AASG Vice President. The Executive Board Resolution will be presented to the Executive Board before the first GA for approval and any needed amendments.
5. If the Executive Board Resolution is passed, the resolution may be changed after the conference if information critical to the resolution's relevance is introduced, as long as the new information doesn't change the intent of the resolution.

**E. Debate**

1. All members of the GA have the right to unlimited, nonconsecutive debate on all main motions.
2. This right can be limited for a school's delegation for the duration of a main motion by a two-thirds majority vote of the GA if the motion is introduced by the parliamentarian and approved by the executive director.

**Article VII - Nominations, Elections, and Appointment Policies**

- A. To be nominated for the office of President, Vice President, or Public Relations Officer or serve as Secretary, Parliamentarian, SBEED Representative, ASAA Representative, Legislative Council Chair or Junior Region Representative, delegates must:

1. Submit the formal AASG application for the Executive Board office.
2. Submit a letter of recommendation from the advisor or an adult with the advisor's approval.
3. Submit a personal resumé.
4. Excluding the ASAA Representative, they must be a freshman, sophomore, or junior

- B. To be nominated for the office of SBEED Representative, delegates must:

1. Go through an interview process as determined by the Executive Board



2. Be enrolled in a public school in Alaska, as dictated by the SBEED.
- C. To be nominated for the office of ASAA Representative, delegates must:
1. Go through an interview process as determined by the Executive Board
  2. Be of freshman or sophomore standing.
- D. Nominations
1. No campaigning will be allowed until a delegate has been nominated.
  2. Members of the Executive Board will be excluded from campaigning for themselves or others while carrying out official duties.
  3. Campaigning is not permitted for Junior Region Representative candidates until all necessary documents have been turned in to and approved by the Parliamentarian and Executive Director.
  4. All campaign material must conform to any host school regulations.
  5. All campaign material must be excluded from the GA and Region Meeting facilities.
  6. No write-ins will be permitted.
  7. No candidate may apply for more than one position.
  8. When the Executive Board is informed of violations of these rules, they will be corrected and accounted for as soon as possible, and they may be announced at the next session of the GA.
  9. All applications submitted to the Executive Board are considered final, as decided by the Parliamentarian and Executive Director.
  10. No position may be shared; each position must be held by one individual.
- E. Speeches
1. Each candidate for an elected position will be given the opportunity for a speech of no more than five minutes.
  2. Each candidate for Junior Region Representative will be allowed to give a speech during an appointed Region Meeting.
  3. Each candidate for the position of President, Vice President, ASAA Representative, Legislative Council Chair and Public Relations Officer will be allowed to give a speech during an appointed GA meeting.
  4. In a run-off vote, the candidates receiving the two largest numbers of votes in each office may give a speech of no more than three minutes.
- F. Balloting
1. Each region will be given 100 votes per office, which the parliamentarian will distribute amongst the region's schools present at the GA.
  2. There shall be no proxy voting nor write-in candidacies.
  3. The candidate receiving a majority for each office, with a difference greater than ten votes, shall be declared the winner.
  4. In the case that no candidate receives enough votes:

- a. A runoff will be conducted between those candidates receiving the two most significant pluralities.
- b. If no candidate receives a majority with greater than ten votes after the runoff election, the Executive Board will break the tie by voting via secret ballot, with each member of the Executive Board receiving one vote:
- c. All Executive Board members wishing to abstain must declare so before the secret ballot vote is taken.
- d. If a tie vote occurs on the Executive Board, the President will vote to break the tie.
- e. Steering Committee members who do not have candidates running and the Executive Director will supervise all elections and ballot counting.

#### **Article VIII - Changing Regions**

- A. To change Regions for AASG purposes only, a school must complete the following steps:
  - 1. Submit a formal letter to the Executive Board requesting the transfer of regions, including reasons for requesting the change and explaining why the change would benefit the school.
  - 2. Submit a letter to the Executive Board from the advisor and school's principal stating that they support and agree with changing the region.
- B. The school requesting the change shall be notified of the Executive Board decision before the next AASG conference.

#### **Article IX - Disciplinary Policy**

- A. Executive Board Disciplinary Policy
  - 1. In the case of an alleged violation of the AASG Constitution and Bylaws or ASAA policies or alleged inappropriate behavior by an Executive Board member, a written report or complaint shall be filed with the President within ten days of the infraction. The President, with the assistance of the Executive Director, shall conduct a reasonable investigation and decide for appropriate disciplinary action, if warranted, within ten days of receipt of the written report or complaint.
  - 2. If the alleged violator does not agree with the president's decision, they have ten days to request, in writing, a hearing with the Disciplinary Committee. The Disciplinary Committee shall be composed of three Executive Board members and three Steering Committee members. Within ten days, the Disciplinary Committee will hold a hearing, following due parliamentary procedure, either in person or by audio conference. The Disciplinary Committee will decide the appropriate disciplinary action within five days of the hearing if any is warranted.

3. The decision of the Disciplinary Committee shall be considered final.
  4. If the complaint is against the President, it shall start with the Disciplinary Committee, and the hearing shall be conducted by the Vice President.
  5. Disciplinary action may include reprimand, censure, suspension, expulsion, or other appropriate actions
- B. Steering Committee Disciplinary Policy
1. If a written complaint is presented to the Executive Director concerning a member of the Steering Committee, one or more of the following actions may take place:
    - a. The Executive Director may discuss the complaint with the Steering Committee member and work toward a resolution after a reasonable investigation.
    - b. After a reasonable investigation, the Executive Director and remaining Steering Committee members may discuss the complaint and work towards a resolution.
    - c. The Executive Director may discuss the complaint with the Steering Committee member's building administrator and, after a reasonable investigation, work towards a resolution.

#### **Article X - Relationship of the Bylaws to the Constitution**

- A. The Bylaws shall be considered a subsidiary document to the AASG Constitution.
- B. If the Bylaws conflict with the Constitution, the Constitution shall be the effective policy. In such cases, the Parliamentarian and Executive Director shall remedy the conflict at the next meeting of the Executive Board.

#### **Article XI - Amendments and Ratification**

- A. Amendments to these Bylaws may be made at Business Meetings by a two-thirds majority vote of the Executive Board and will take effect immediately.
- B. An updated copy of these bylaws shall be posted on the AASG website.
- C. Amendments to these Bylaws must be ratified by a two-thirds majority vote of the GA at the conference immediately following.

# MEMBERSHIP APPLICATION

TO: Superintendent / Activities Principal / Student Council Advisor

FROM: Kathleen Navarre, Executive Director Alaska  
Association of Student Governments (AASG)

RE: Membership Dues for AASG

The *Alaska Association of Student Governments* is part of Alaska School Activities Association, and ASAA urges all schools to join AASG to help develop leaders in your school.

**The membership year for AASG is August 1-July 31.**

**AASG** is committed to helping every school develop student leadership talents and an effective student council organization! Students in small rural schools AND in large urban schools benefit greatly from the opportunities offered by AASG!

The AASG Executive Board with its Steering Committee of Advisors and Executive Director established the following dues structure:

## **AASG Membership Dues**

**1A school - \$75**  
**2A school - \$250**  
**3A school - \$300**  
**4A school - \$450**

**Schools will be invoiced through the Alaska Schools Activities Association**

### **ALASKA ASSOCIATION OF STUDENT GOVERNMENTS**

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## APPLICATION FOR AASG EXECUTIVE BOARD

Thank you for your interest in serving on the AASG Executive Board. Please review the information on board positions and responsibilities at [aasg.org](http://aasg.org) before applying. Your application may be emailed before the conference to our executive director at [kassandra@asaa.org](mailto:kassandra@asaa.org) or submitted to the parliamentarian by the third region meeting of the conference unless otherwise stated by the executive board. Your application must be completed and approved by the parliamentarian for you to be nominated and considered for the position. To be complete, your application must also be signed by a parent, your advisor and school administrator and include a resume demonstrating leadership experience and qualifications for the position and a letter of recommendation from your advisor.

### Student

I commit to being fully present at all AASG conferences, board meetings and teleconferences; to maintain and regularly check an email address; to fulfill my job requirements including reports, committee work and duties as defined in AASG bylaws; to meet with my advisor regularly about my AASG responsibilities; and to serve as a role model by maintaining TAD and grade eligibility. If I do not meet these expectations I accept that I am subject to review and removal from my position as defined by AASG bylaws.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Position applying for: \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Completed applications must include all three additional signatures.

### Parent

I will support my child's participation in AASG meetings and teleconferences and recognize that my child may participate in AASG only when grades and TAD eligibility are met.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## Advisor

I agree to serve on the AASG Steering Committee; to participate in all AASG conferences, board meetings and teleconferences; and to maintain and regularly check an email address. I will take responsibility for my student while they are on AASG business, work with other advisors to ensure all students are chaperoned, and ensure that my student is eligible based on grades and TAD. I will work with the executive director to support the work of AASG and the success of my student. I understand that the school and not AASG is responsible for all travel costs and fees.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## Administrator

I will be available to mentor my student in this position and ensure that grades and TAD eligibility is reported to AASG prior to each board meeting. I will support my student and staff member's participation in AASG conferences, board meetings and teleconferences. I understand that our school and not AASG is responsible for all expenses including travel, housing and conference fees for both the student and the advisor. I agree that if the student does not meet AASG expectations that the student will be subject to review and dismissal from the AASG board.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_



## AASG Travel Scholarship for Conferences

Please complete the two parts of the application and submit as a PDF document. You will not receive more than your travel costs.

☐ Fall Conference      ☐ Spring Conference

### Part A

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Email \_\_\_\_\_ Personal Phone \_\_\_\_\_

School \_\_\_\_\_ School Phone \_\_\_\_\_

Advisor Name \_\_\_\_\_ Advisor Signature \_\_\_\_\_

Amount Requested \_\_\_\_\_

### Part B

Please attach the following:

1. Documentation of volunteer time performed between the most recent AASG conference and today signed by your advisor
2. Documentation of your travel needs
  - a. Breakdown of your travel costs
3. A one-page essay with one of the following prompts:
  - a. What do you hope to do at the AASG conference?
  - b. What do you hope to learn from the AASG conference?
  - c. What is your favorite part of AASG?

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# STUDENT COUNCIL OF EXCELLENCE AWARD APPLICATION

The Alaska Association of Students Governments encourages student councils in Alaska to be strong, active, and responsive. The High School Student Council of Excellence Award honors schools with councils which meet high standards. All councils meeting the criteria will be recognized and honored at the Spring Conference! All Student Councils of Excellence will be inscribed on the AASG STUDENT COUNCIL OF EXCELLENCE PLAQUE, a fantastic honor for student councils in Alaska!

The awards will be announced at the Spring Conference, Applications must be postmarked/submitted no later than 1 week before the Conference or be delivered on the first day at the Spring Conference no later than the end of First GA.

## APPLICATION PROCESS

1. The application must be signed by the principal, student council advisor, and student council president.
2. All student councils that apply must have delegate(s) at the Spring Conference.
3. The application covers activities completed in the 4 semesters before the Conference.
4. The application must be complete and organized to be considered. The portfolio must show documentation for all activities in sections A and B; 3 activities in section C, and at least 5 in section D, as well as completed application and certification form. The rubric will help you check the completeness of your application.
5. Label all documentation with the correct category (eg. A1, B3)
6. Each activity or project may be submitted for only one category.
7. The application and documentation must be reproducible for committee use.
8. Student Councils must receive 190 of 200 possible points in order to earn the award.
9. The AASG Committee will announce the Student Councils of Excellence on the last day of the Spring Conference.
10. Student Councils may apply yearly. However, if selected as a Student Council of Excellence, they must use different activities each year to justify the next year's award.
11. If a student council is awarded the Excellence Award three years successively, the council will earn the Student Council of Excellence Pennant.
  - A. To be awarded the Student Council of Excellence award, a high school student council must answer the following four questions:
    1. What makes your council extraordinary?
    2. How do you work beyond the school to respond to the needs in the community?
    3. What strategies has your council used to become more effective in responding to the needs in your school?
    4. What outcomes is your council most proud of?
  - B. To earn the Student Council of Excellence award, a high school student council must show DOCUMENTATION of all of the following (5 points each):
    1. Membership in AASG for at least the last two years;
    2. By-laws and/or constitution that govern your student council;
    3. Must document that the council has a designated advisor who participates with student council at meetings and acts as a "coach" for student leadership;
    4. Student council meetings held regularly. Include minutes for one meeting, with calendar of dates of meetings, and public announcement of meetings;
    5. Documentation of democratic election/selection process for officers, including sample ballot and election results;
    6. Internal communication with administration, student body, school board, teachers, and community on issues;
    7. Financial Planning: Show this with a budget of an activity or your council;
    8. Evaluation: Provide copy of evaluation tool or survey your council has used, INCLUDING results of the survey, action plan, and steps completed.



# STUDENT COUNCIL OF EXCELLENCE AWARD APPLICATION

## RUBRIC FOR STUDENT COUNCILS OF EXCELLENCE

This rubric is as follows. The categories will help you determine how to complete the application. The point system will be added.

CATEGORY	POINTS	POINTS
	AVAILABLE	AWARDED
A-1 What do you think makes your council extraordinary?	20	
A-2 How do you work beyond the school?	20	
A-3 What strategies have your school used to become more effective?	30	
A-4 What actions are you most proud of?	30	
B-1 Membership in AASG for 2 years	5	
B-2 By-laws or constitution documented	5	
B-3 Designated advisor documented	5	
B-4 meetings regularly; copies of minutes for 1 mtg. ; calendar, announcement	5	
B-5 Democratic election documented, including sample ballot	5	
B-6 Documentation of internal communication (adm. , student body, school board)	5	
B-7 Documentation of budget for activity	5	
B-8 Evaluation tool documented	5	
C: documentation of 4 activities/actions		
1st	5	
2nd	5	
3rd	5	
4th	5	
D: documentation of 5 activities		
1st	10	
2nd	10	
3rd	10	
4th	10	
5th		
Bonus documents	10	
Application complete and certified with signatures	REQUIRED	
TOTALS	200	
To be awarded Student Council of Excellence, total must be		190

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# STUDENT COUNCIL OF EXCELLENCE AWARD APPLICATION

- C. To earn the Student Council of Excellence award, a high school student council must show DOCUMENTATION of at least 4 of the following no more than 4 semesters before the Spring Conference (5 points each):
1. Attendance by student council members at two state conferences;
  2. At least one person from school running for state or national student council office;
  3. Workshop presentation at a district, region, or state meeting/conference;
  4. Membership in NASC;
  5. Completion of Raising Student Voice and Participation (RSVP) training by 50% of current student council members.
- D. To earn the Student Council of Excellence award, a high school student council must show DOCUMENTATION of at least 5 of the following (10 points each):
1. RSVP Summits completed and Civic Action Plan developed and completed in response to school needs;
  2. Civic Engagement Activity (voter registration, mock election, candidate forum, working with local government or Native Association to complete a project, speaking on issues at board meeting);
  3. School Service Project (non-income producing activity that benefits the school);
  4. Community Service Project;
  5. Teacher/Staff Appreciation Activity;
  6. Resolution presented at AASG Conference addressing a school/community/statewide need.

***Must be postmarked by no later than one week before start of Spring Conference or delivered to Registration on the first day of Spring Conference***

School Name \_\_\_\_\_ School Phone \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Student Council President's name \_\_\_\_\_ E-mail \_\_\_\_\_

Advisor's Name \_\_\_\_\_ #yrs as advisor \_\_\_\_\_ E-mail \_\_\_\_\_

Principal's name \_\_\_\_\_ E-mail \_\_\_\_\_

Approximate year Council began \_\_\_\_\_

# 9-12th grade students in school \_\_\_\_\_ number of Council members \_\_\_\_\_ number of officers \_\_\_\_\_

## Certification Statement

We certify that activities in this application were completed as stated. We agree that student council delegates will attend the Spring Conference.

Council President's signature \_\_\_\_\_ date \_\_\_\_\_

Principal signature \_\_\_\_\_ date \_\_\_\_\_

Advisor signature \_\_\_\_\_ date \_\_\_\_\_

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# STUDENT COUNCIL LEADER OF THE YEAR AWARD APPLICATION

***Do you know a student who exemplifies the qualities of a leader and  
“walks their talk” in Student Council Activities?  
Nominations for the AASG Student Council Leader of the Year Award  
are now open!***

## **INSTRUCTIONS:**

1. The completed application (parts A and B) can be faxed to 561-0720 three days before the conference or submitted in person or by the end of GA on first night of the Spring Conference.
2. Label each page with nominee's name.
3. The winner will be announced at the Spring Conference.

## **APPLICATION PART A** *Please print neatly:*

Name of Nominee: \_\_\_\_\_

School Name & Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Will this student be attending the conference?    Yes    No

If your nominee is selected, who will accept the award at the conference? \_\_\_\_\_

Name of Person(s) Submitting Nomination: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Contact Information: Day Phone: \_\_\_\_\_ Evening/Weekend Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If attending the Spring Conference, how can you be contacted at the conference? \_\_\_\_\_

## **APPLICATION PART B**

Label each page with nominee name. This section must be completed in order for the nominee to be considered.

1. Explain in detail what makes this nominee a worthy candidate for student council leader of the year award. (10 pts)
2. Describe of two qualities that make this nominee effective as a leader (10 pts)
3. Describe specific examples of how this nominee has “walked their talk” as a leader. (10 pts)
4. Describe nominee’s recent accomplishments as student government leader. (10 pts.)
5. Additional supporting documents, such as letters of support, news articles, examples of activities, should be included to strengthen your case. (10 pts.)

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# ADVISOR OF THE YEAR NOMINATION

*Do you have a fabulous advisor you want to recognize?  
Nominations for AASG Advisor of the Year are accepted at the Spring Conference!*

## INSTRUCTIONS:

1. The completed application (Parts A and B) must be faxed to 561-0720 three days before the conference or submitted in person by end of GA on first night of the Spring Conference.
2. Label each page with nominee's name.
3. The Advisor of the Year will be announced at the Spring Conference.
4. The AASG Advisor of the Year becomes the Alaska nominee for the NASC Advisor of the Year (Warren E. Shull Award). The school is expected to complete that application if your nominee is selected.

If your advisor is selected for this award, do you agree to complete the NASC application?  
\_\_\_Yes \_\_\_No

## APPLICATION PART A *Please print neatly:*

Name of Advisor Nominee: \_\_\_\_\_

School Name & Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Years of Advisor Experience: \_\_\_\_\_

Will this nominee attend the conference? Yes No

Name of Person(s) Submitting Nomination: \_\_\_\_\_

Position(s) \_\_\_\_\_

Contact Information: Day Phone: \_\_\_\_\_ Evening/Weekend Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If your nominee is selected, who will accept the award at the conference? \_\_\_\_\_

## APPLICATION PART B

Label each page with nominee name. This section must be completed in order for the nominee to be considered.

1. Explain in detail what makes this nominee a worthy candidate for student council leader of the year award. (10 pts)
2. Describe of two qualities that make this nominee effective as a leader (10 pts)
3. Describe specific examples of how this nominee has "walked their talk" as a leader. (10 pts)
4. Describe nominee's recent accomplishments as student government leader. (10 pts.)
5. Additional supporting documents, such as letters of support, news articles, examples of activities, should be included to strengthen your case. (10 pts.)

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# 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 other- wise 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. AASG director and host school's administrator, jointly retain the right to send the student home at the student's expense.

Your signatures below indicate that you have read and discussed the above guidelines and expectations with the student and are in agreement with this Code of Conduct.

**Student Name (please print)**

**Student Signature**

**Date**

**Parent/Guardian Name (please print)**

**Parent/Guardian Signature**

**Date**

**Advisor Name (please print)**

**Advisor Signature**

**Date**

**School**

**City / Town**

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## **All About Resolutions & Resolution Template**

Resolutions are vehicles by which students/schools/communities may convey their ideas and opinions to those who make important decisions that influence their lives. AASG General Assemblies (GA's), made up of students from around the state, debate and adopt resolutions presented by delegates at the spring and fall GA's.

Any student 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 express my opinion?
- Am I building a logical, persuasive argument to encourage others to support my resolution?
- How will I respond to difficult questions?
- If it passes at AASG, what will I do with the resolution?

Look to the resolution template for reference, or on our website at <http://aasg.org/aasg-resolutions/past-resolutions/> for examples of resolutions that the GA of AASG has discussed in the past.

### **Submissions:**

- Beginning submission date begins the next day after the conclusion of the previous conference. The vice president will acknowledge receipt, review, and approve for distribution. If returned because of omissions or errors, it is not considered submitted.
- Resolutions must be submitted, by email, to the vice president in an editable format (Such as Google Docs, and Microsoft Word).
- Resolutions will be ordered by the exact date and time of the online submission of accepted resolution (i.e. correctly submitted) received at vice president's email address after the beginning submission date.
- The author of the resolution is expected to email the vice president, at the email address listed above, after the conference to give an update on the resolution and what has been done to implement it.

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

The following bullet point are guidelines for discussion etiquette for resolutions in the General Assemblies. They help increase the efficiency with which the resolutions are dispatched and keep the spirited debate at a professional level.



**Alaska Association of Student Governments**

**Resolution # \_**

**[Title]**

**Submitted by:** [organization/school that has endorsed the resolution or author/presenter's name(s) if it has not been endorsed by a organization]

**[Date submitted]**

**Be it Resolved by the Alaska Association of Student Governments that:**

- 1. Whereas**, all whereas statements are purely factual (NO OPINIONS);
- 2. Whereas**, resolutions always use font Times New Roman, point size 12;
- 3. Whereas**, all evidence must be cited;<sup>1</sup>
- 4. Whereas**, resolutions must be submitted to [aasg.vicepresident@gmail.com](mailto:aasg.vicepresident@gmail.com);

**Therefore, be it resolved that the Alaska Association of Student Governments**  
supports/opposes [what you want to change with your resolution]

**Action Statement:** if passed by the general assembly of AASG, [what you want to do/happen with the resolution if it is passed] *action statements are optional*

Sources:

1. List all your sources in here and reference them throughout the whereas statements using superscripts