

# SDSCA

SOUTH DAKOTA STUDENT COUNCIL ASSOCIATION



## SDSCA STATE OFFICER CANDIDATE INTENT FORM

Any student who intends to run for any SDSCA State Board position, including Region Representative, must fill out this form. All elected board members are required to attend 3 board meetings as well as the State Convention. The following are the responsibilities, meeting requirements, and expectations of all SDSCA Board members: (*please see the SDSCA Constitution and By-Laws for detailed duties of State Officers*)

- **Main functions of the State Board:** A major roll of State Board members is the planning for the next year's state convention. The state convention planning includes determining a theme, selecting the convention speaker(s), setting the convention schedule, planning the convention activities, and designing a state convention shirt. The state board members determine statewide projects and encourage the student councils in all schools (both SDSCA member and non-member schools) to participate. The statewide projects include a winter/spring fund raising project for a charitable cause benefiting children (in recent years the project has been the Children's Miracle Network). The State Board also provides input for the fall regional student council workshops.
- **Meetings:** All SDSCA board members are expected to attend board meetings. Absence from more than one (1) board meeting is grounds for immediate removal from the State Board. These meetings usually take place in Pierre at the SDHSAA office, but may also be held in either Sioux Falls or Rapid City. All state officers are expected to arrange their own transportation to these meetings. Depending on SDSCA finances, state officers may be partially reimbursed for their mileage for these meetings. The meetings are typically scheduled as follows
  - Mid-July – 2 day meeting, usually held on Wednesday/Thursday
  - Early December – 1 day meeting
  - Early February – 1 day meeting
  - Mid-March – 1 day meeting (only held if necessary)
- **Travel:** Transportation to all SDSCA meetings is the responsibility of the state officer, as per their school's policy for student travel.
- **Hotel Accommodations:** The SDSCA will pay for hotel rooms for state officers and any accompanying advisors during the July meeting. All other meetings will not require an overnight stay. Students will stay in quad-occupancy rooms. Accompanying adults will stay in single occupancy rooms.
- **State Officer Expenses for the State Convention:** All state officers are expected to arrive the Saturday night prior to the State Convention. We will begin setting up for the convention at 8am the following day. The SDSCA will pay for hotel accommodations for Saturday night. Each state officer's school must pay for all other lodging and registration fees for the remainder of the convention.
- The candidates for officers of the South Dakota Student Council Association (SDSCA) must enter the tenth or eleventh or twelfth grade in the year for which they seek election to an office, and must be a full-time student. The candidates must be members of their local Student Council at time of nominations.
- Candidates for the Vice-President can be a member of any high school class other than a senior. (**NOTE:** The Vice-President cannot be a senior during his/her term as Vice-President.)

## **Duties of State Association Student Officers**

It shall be the duty of the President to:

- A) Preside at all meetings of the Association and the Executive Board.
- B) Be an ex officio member of all committees.
- C) Represent the Association at all public occasions as is deemed necessary.
- D) Attend or appoint a designee to attend regional meetings.

It shall be the duty of the Vice President to:

- A) Act as President in the absence of the President.
- B) Co-ordinate the activities of all committees.
- C) Maintain communication between member schools.
- D) Perform any duties delegated to him/her by the President.

It shall be the duty of the Secretary to:

- A) Keep the minutes of all meetings at the annual Association convention.
- B) Keep the minutes of each Executive Board Meeting.
- C) Preserve, as directed, all records of the South Dakota Student Council Association.

It shall be the duty of the Treasurer to:

- A) Work with the SDSCA Executive Director and SDHSAA representative regarding all financial matters pertaining to the SDSCA.

It shall be the duty of the Sergeant-at-Arms/Parliamentarian to:

- A) Assist in the coordination of all activities at the State Convention.
- B) Exercise crowd control during meetings at the State Convention.
- C) Know the rules of parliamentary procedure and to make sure they are followed at the State Convention.
- D) Base the rules of parliamentary procedures on Robert's Rules of Order.

It shall be the duty of the Reporter to:

- A) Publicize Association activities in various newsletters as directed by the State Executive Board.
- B) Maintain SDSCA social media outlets on a regular basis. All posts must be approved by the SDSCA Executive Director.

It shall be the duty of ALL State Board members to attend at least three of the four scheduled board meetings during their term.

# SDSCA STATE OFFICER CANDIDATE INTENT FORM

CANDIDATE NAME \_\_\_\_\_

CANDIDATE SCHOOL \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

REGION \_\_\_\_\_

DESIRED STATE OFFICER POSITION (1<sup>ST</sup> CHOICE) \_\_\_\_\_

DESIRED REGION POSITION (1<sup>ST</sup> CHOICE) \_\_\_\_\_

DESIRED REGION POSITION (2<sup>ND</sup> CHOICE) \_\_\_\_\_

By signing below, you are stating that you, your parents, and your school's administration understand the requirements and expectations of the SDSCA State Board, and that you will be able to attend all required meetings.

Candidate Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

School Administrator Signature \_\_\_\_\_

***\*Please return this form to [brooks.bowman@sdhsaa.com](mailto:brooks.bowman@sdhsaa.com)  
no later than March 29th.***