

**MASC HIGH SCHOOL BOARD OF DELEGATES
CENTER REPRESENTATIVE**

APPLICATION PACKET

INFORMATION SHEET

Students wishing to run for the MASC Board of Delegates Center Representative position must complete this entire application and return it postmarked by March 16, 2007. Eligible candidates for this election are current freshmen and sophomores that attend schools in any of the following MASC Centers (Regions): 1, 3, 5, 7, 9, 11. If you are unsure of your school's Center, contact MASC at 517-327-5315.

The **PUBLIC RELATIONS OFFICER Position (PRO)** is also up for re-election in March 2007. This position is open to students from ANY Center and this application should be used by students wishing to run for the PRO Position as well.

Please Type/Print all Information:

Name: _____

School: _____

School Address: _____

School City: _____ Zip Code: _____

Center (call MASC if you're unsure): _____ Current Grade in School: _____

Home Address: _____
Street City Zip

Home Phone (____) _____ - _____ Cell (____) _____ - _____

Email Address: _____

Shirt Size (adult sizes): _____ Birthdate: ____ / ____ / _____

____ Please check here if you are running for the PRO Position

ATTACH PICTURE HERE

The photo must be a color photo, headshot of only yourself. School photo recommended.

MASC BOARD OF DELEGATES HIGH SCHOOL CENTER REPRESENTATIVE OVERVIEW

The MASC Board of Delegates is compiled of students from all over Michigan. As leaders in the Association, they gain strength and skills from being part of a decision making and planning group. This is a wonderful opportunity to experience leadership at a different level. You will be exposed to leaders from all around the state and the country, which will help you improve your leadership skills and share them with others. Please consider running if you are looking to take that next step as a leader and expanding your skills.

The MASC Board of Delegates is an important part in the continued growth of student leadership in Michigan. We need highly qualified and dedicated students to be positive role models for their peers and mentor the leaders of tomorrow.

Please read all of the following information carefully:

1. At the MASC/MAHS State Conference, March 45-26, 2007, Centers 1, 3, 5, 7, 9, and 11, along with the Public Relations Officer (any center), will each elect one representative to serve a two-year term beginning in the spring of 2007. **The candidate must currently be a Freshman or Sophomore in this 2006-2007 school year.** Centers 2, 4, 6, 8, 10 and 12 will elect a representative to serve a two-year term beginning the spring of 2008.
2. More than one person may **run** from a member school, however, only **one person will be elected from each Center.**
3. There will be at least 4 mandatory Board meetings and additional conference calls as needed. If you are unable to attend them, please do not run for office. The meetings will be held in May, August, December, and March. It is highly recommended that, if chosen, you attend the Summer Leadership Camp July 22-27, 2007, at Albion College.

**APPLICATIONS MUST BE POSTMARKED BY FRIDAY, MARCH 16, 2007.
ALL PAGES MUST BE RETURNED, SIGNED/INITIALLED, AND
STAPLED TOGETHER WITH APPLICANT'S COLOR PHOTO.**

**MASC highly recommends that each applicant keep a copy of this
entire application packet for future reference!**

If you have any questions, please contact Kadi Pojeta, Coordinator of Student
Leadership Services (MASC/MAHS) for MASSP, at 517/327-5315 or
KadiP@michiganprincipals.org

We look forward to your involvement.
We are truly only as strong as our members.

**MASC BOARD OF DELEGATES
CENTER REPRESENTATIVE
JOB DESCRIPTION**

A student running for the office of Center Representative to the MASC Student Board will:

- Attend all meetings of the MASC Student Board of which the following are standard: New Board Meeting (May), Fall Meeting (August), Winter Meeting (December), and Awards Meeting (March). Other meetings must also be attended as set by the Board.
- Attend the Fall Training Institute in their area, plus **at least one additional** Fall Training Institute.
- Communicate with all schools within his/her center to promote MASC.
- Write at least four times a year for publication on our website. This will include center news or other news related to leadership.
- Attend the Regional Conference in your area. Attend other Regional Conferences as your schedule permits.
- Chair Center meetings at the State conference along with the MAHS Representative from your Center.
- Elect State officers from the MASC Student Delegate Board.
- Establish a network between the schools in their Center to promote various MASC activities, i.e. Fall Training Institute, workshops, contests, MASC Awards, and Adviser and Principal of the Year.
- Help plan the State Conference and work with the host school to enlist sponsors.
- Serve on the Awards Committee to select the Award of Excellence Recipients, Center Advisers, MASC State Adviser, Patricia C. Boss Award Recipient, Principal of the Year, and any additional contests put out by MASC.
- Attend the Summer Workshop, July 22-27, 2007, at Albion College, using this opportunity to network with students in your Center as well as to meet with the other Board of Delegate members.
- High School Board Members should attend the NASC National Conference, June 23-June 27, 2007, in Kansas, if possible.
- Will be responsible for adding to or adjusting this job description prior to leaving office.

REQUIRED INITIALS

Student: _____ **Parent:** _____ **Adviser:** _____ **Principal:** _____
By initialing this page, you agree that you have read and you understand all of the above information and will comply with the above statements.

REMOVAL FROM THE BOARD

If for any reason a Center Representative does not fulfill the duties as outlined on the previous page, he/she will be subject to removal from the Board of Delegates.

Students may also be removed for the following reasons:

- Missing two regularly-scheduled meetings, unexcused
- Missing two conferences, unexcused (i.e. only attending one Fall Training Institute and no Regional Conference)
- Missing one regularly-scheduled meeting, unexcused, and one conference, unexcused
- Missing submission deadlines for three Center Spotlights, unexcused
- Missing one meeting or conference and two Center Spotlights, unexcused
- Participating in illegal activities or any actions deemed inappropriate for an individual in a state leadership position

**If a student is removed from his/her own school's council, s/he is automatically removed from the Board of Delegates.*

**If an adviser requests that a student be removed from the board as s/he is not fulfilling his/her responsibility at school, s/he can be removed from the board upon further investigation.*

The process for removal is as follows:

1. If it is determined that a board member is in violation of his/her duties, any other board member or the Student Leadership Coordinator may present information to the board regarding the situation. *The Board Member in question should be given prior notice as to the situation and should be informed that the issue will be discussed at the next Board meeting. If the student is not at the next meeting, and they were informed of the issue in a timely manner, the student will be waiving his/her right to provide an explanation. The student will have the option to discuss the issue with the Student Leadership Coordinator and/or the Executive Officers if unable to attend the meeting, however, the student must make those arrangements in advance. If there is not enough time to notify the student in advance, the student will have the opportunity to approach the board at the next meeting.*
2. The board of delegates will review the situation with the student in question out of the room, and determine the appropriate course of action, following the policies and procedures and bylaws of the board of delegates. It will require a 2/3 vote to remove any representative.
3. Once a decision is reached, the Student Leadership Coordinator will inform the board member of his/her status on the Board.
4. If it is determined that the Board member will be removed from his/her position, a letter will be sent to the student with copies going to his/her adviser and principal explaining the situation at hand, the decision the board has made, and the date of the next board meeting (should the student wish to appeal the decision).
5. If a student wishes to appeal, the board will, after hearing the representative's argument, vote to maintain their original decision or adjust their decision.

REQUIRED INITIALS

Student: _____ Parent: _____ Adviser: _____ Principal: _____

By initialing this page, you agree that you have read and you understand all of the above information and will comply with the above statements.

**MASC HIGH SCHOOL BOARD OF DELEGATES
CENTER REPRESENTATIVE
APPLICATION PROCEDURES**

1. At the end of the 2006-2007 school year, Centers 1, 3, 5, 7, 9 and 11 will elect a representative to serve a two-year term (2007-2009) beginning the spring of 2007. Centers 2, 4, 6, 8, 10 and 12 will elect a representative at the end of the 2007-2008 school year to serve a two-year term (2008-2010). Each year only half of the centers will elect representatives so that there will be continuity on the MASC Board of Delegates.
2. Candidates must complete this entire application and have it postmarked by **March 16, 2007**. Candidates who miss the deadline may run as a "write-in" candidate at the state conference, but his/her name will not appear on the election ballot, nor will these students be permitted to campaign or give speeches to their Center.
3. Candidates **MUST** have the approval of their adviser, principal and parents/guardians to run.
4. All candidates will speak to their Center at the State Conference, March 24-26, 2007. They should be prepared to present information about their background and experience and make themselves available to the Center members during the conference. Elections will be held on Sunday at the State Conference.
5. Candidates wishing to run must **currently** be in their **Freshmen or Sophomore year in this 2006-2007 school year**. This is a two-year term commitment!
6. The MASC/MAHS Student Leadership Coordinator will verify the petitions from all candidates. Anyone not meeting the requirements as set out in the election procedures and petitions will be declared ineligible.
7. Specific campaign guidelines must be followed for campaigning during the State Conference. See the attached guidelines. All candidates will be given the same guidelines for campaigning, and if anyone fails to follow these guidelines, they will be removed from the election. Please call Kadi at the MASC Office if you have any questions (Campaign Guidelines are at the end of this packet).
8. **Each member school at the State Conference will have two votes**. A member school may only vote for a candidate(s) running in their center. The candidate that receives the most votes will be declared the winner.
9. If only one person runs for office, that candidate must receive half of the votes cast by the center.
10. If a center has no candidate because no student has submitted an election petition prior to the conference, that center may open the floor to nominations. If the center chooses to elect a student that has been nominated in this fashion, said student must complete the election petition, including all required signatures prior to being officially placed on the MASC Board of Delegates.
11. If no candidate runs for a particular center position or the center does not elect from the proposed candidates (as stated in #9 and #10), the position will be filled as stated in the MASC Policies and Procedures.
12. In the case of a tie vote, the MASC Coordinator will be notified and a re-vote will be taken under the supervision of the MASC Coordinator until no more than two candidates are left with the most votes. In the event of a second tie, a coin toss will be done between the final two candidates and their advisers.
13. The candidates that are newly elected will be announced at the closing ceremony of the conference.

REQUIRED INITIALS

Student: _____ Parent: _____ Adviser: _____ Principal: _____

**By initialing this page, you agree that you have read and you understand
all of the above information and will comply with the above statements.**

**MASC BOARD OF DELEGATES
CENTER REPRESENTATIVE
REQUIRED SIGNATURES**

The Michigan Association of Student Councils requires that each candidate have the approval of his/her high school principal, student council adviser and parent/guardian for said candidacy. This is to ensure that the candidate and those most directly responsible for his/her education and welfare are informed as to the obligations the candidate and they are assuming.

PLEASE READ CAREFULLY the application procedures, job description and removal procedures contained in this packet!

1. **Principal:** Your signature verifies that this candidate is qualified to serve on a state board and that you will follow the guidelines set by your school district governing the transportation of a student to school approved activities. MASC expects you to apply the same safe practices that would be used for any off campus activity. (MASC will provide mileage and other travel costs incurred by an adult and/or student representative attending Board meetings.)
2. **Principal, Adviser, Parent/Guardian:**
 - a) Your signature denotes agreement to help with financial costs, where necessary (ex. State Conference, National Conference and State Leadership Camp.)
 - b) Your signature affirms that you understand and support the commitment the applicant will make to MASC during his/her term in office.
 - c) Your signature affirms that you will abide by the MASC Board's decision to initiate removal proceedings should this candidate fail to perform the general or specific responsibilities outlined in the job description, if selected.
3. **Applicant**
 - a) Your signature affirms that all information on this form is true and accurate. Any given information, if found to be falsified, is cause for immediate disqualification (prior to selection) or removal from the Board (if selected).
 - b) Your signature denotes agreement to the stated terms of a Board member as noted in the Job Description section of this application.

REQUIRED SIGNATURES

PRINCIPAL: _____

Please print name: _____ Date: _____

STUDENT COUNCIL ADVISER: _____

Please print name: _____ Date: _____

PARENT/GUARDIAN: _____

Please print name: _____ Date: _____

APPLICANT: _____

Please print name: _____ Date: _____

**ALL CANDIDATES MUST SIGN AND RETURN THE FOLLOWING STATEMENT TO
HAVE THEIR CANDIDACY ACCEPTED.**

I, _____ have obtained all required signatures to apply for the position of MASC Board of Delegates Center Representative. I agree to meet all general and specific responsibilities of my office and will fulfill my duties to the best of my ability, if selected. Furthermore, if I fail to carry out my duties to the best of my abilities as stated in the job description, violate the rules of my school or behave in a manner which reflects adversely on MASC, I understand that there would be just grounds for my removal from this position.

Candidate's signature: _____ Date: _____

**APPLICATIONS MUST BE POSTMARKED BY
MARCH 16, 2007!**

Mail to:

MASC – BOARD OF DELEGATES APPLICATION

1001 Centennial Way, Suite 100

Lansing, MI 48917

Questions???

Contact Kadi Pojeta

517/327-5315

KadiP@michiganprincipals.org

CAMPAIGNING GUIDELINES FOR THE 2007 MASC/MAHS STATE CONFERENCE

*This year at the MASC/MAHS State Conference, you will have the opportunity to campaign against other members running for your Center's Representative position vacancy. Please see the guidelines below and understand that they will be strictly enforced. These guidelines were created as some participants wished to campaign – it is **NOT** mandatory that you campaign at the conference. We are giving the same guidelines to all participants so that campaigning will be fair to everyone. By running a negative campaign in any way, or not staying within the guidelines, a candidate can be immediately dismissed from the elections.*

QUESTIONS? Please contact Kadi at the MASC office – 517/327-5315 or kadip@michiganprincipals.org

AS AN APPLICANT RUNNING FOR A POSITION, YOU MAY:

- Bring no more than 200 items to pass out at the conference to students in **YOUR** center. **Items can only be handed out on Saturday, March 24th. Acceptable items include candy, gum, pins, stickers, etc. IF YOU ARE UNSURE IF YOUR ITEM IS ACCEPTABLE, PLEASE CONTACT MASC!** If you pass out candy or stickers or anything that could possibly wind up on the floor, you will be responsible for ensuring that all trash is placed in the appropriate receptacles. **Each item must contain on it the following information: your first name, school, and center number. ITEMS CAN ONLY BE PASSED OUT ON SATURDAY – ABSOLUTELY NO CAMPAIGNING WILL BE PERMITTED ON SUNDAY! NO BUTTONS, NO FLYERS, NO CANDY!**
- On **Saturday, March 24th**, you will be permitted to set up a display using no more than the equivalent space of a **tri-fold display board** (standard size). **If you opt to take part in this, you must notify Kadi Pojeta by March 16th, 2007.** No candidates will be allowed to simply set-up a display; approval must be granted prior to the conference. **When you arrive at the conference, check in with the MASC President, Casey Hoffman, or Association Coordinator, Kadi Pojeta.** They will direct you to where you need to go to set up your display.
- The other members of **your council**, but **NO MORE THAN 20 STUDENTS**, are permitted to assist you in campaigning by wearing shirts, pins, stickers, etc... on **Saturday, March 24th, ONLY!** Absolutely **NO** campaign shirts may be worn on **Sunday, March 25th.** **ABSOLUTELY NO CAMPAIGNING WILL BE PERMITTED ON SUNDAY! NO SHIRTS, NO BUTTONS, NO FLYERS, NO CANDY!**
- We are asking that each candidate create a Campaign Flyer. This **ONE-SIDED** black and white document must be turned in to MASC along with your application if you would like it copied and passed out. We will pass the Flyers out to each person in your center at the first Center Meeting on Saturday, March 24th. On the Campaign Flyer, the design and creativity are up to you. However, it must contain at least the following information: your first and last name, center you are running for, school you attend, grade you are currently in. Any additional information is entirely up to you (suggested information: service work, MASC/MAHS Conferences attended, position you hold in your school council, etc...). MASC will make the necessary number of copies of your Flyer and will bring them to the State Conference.
- You will be given time at your center meeting on **Saturday, March 24th, to briefly introduce yourself. Simply have prepared a statement that includes your name, school, grade, and current position on your student council.** On **Sunday, March 25th**, you will be given **no more than five (5) minutes** to give a speech/presentation that will relay to your center why **YOU** are the best candidate for the Center Representative position.

CAMPAIGNING GUIDELINES FOR THE PUBLIC RELATIONS OFFICER POSITION

- The Public Relations Officer (PRO) will submit this application under the terms stated in the beginning of this application.
- The PRO Applicants do NOT need to campaign.
- Each PRO Applicant will be interviewed by some members of the MASC & MAHS Board of Delegates during the conference (this means that each applicant will be pulled out of the conference activities for approximately 10-15 minutes).
- At Registration, March 24th, each PRO applicant should sign up for an interview time with Casey Hoffman, MASC President, Becky Slogeris, MAHS President, or Kadi Pojeta, Association Coordinator.
- The MASC/MAHS Board of Delegates will confer after all interviews have taken place. A decision will be made and the new PRO will be introduced on March 26th, along with the other newly elected Center Representatives, at the closing session.