

Bylaws of the Baltimore County Student Councils (BCSC)

2016-2017

Article I Dues

Member schools of BCSC shall maintain their status through the annual payment of dues. The cost of dues is based on a school's enrollment.

<u>School Enrollment</u>	<u>Cost of Dues</u>
300-600	\$60
601-900	\$70
901-1200	\$80
1201-1500	\$90
1501-1800	\$100
1801-2100	\$110
2100 and up	\$120

Article II Appointed Staff

Section 1 The appointed staff of BCSC shall be: Chief of Staff, Parliamentarian, Recording Secretary, Student Training Coordinator(s), Legislative Director(s), Education Liaison(s), Middle School Liaison(s), Environmental Affairs Director(s), Website Coordinator(s), Historian(s), Charity Director(s), and at least one Regional Representative for each of the 5 regions.

Section 2 A. All appointed staff members shall be responsible for submitting an end of year report to the President. Additionally, a mid-year report shall be submitted to the President no later than December 7th, 2016.
B. Staff members are expected to attend all BCSC Executive Board meetings, General Assembly meetings and other functions. There will be a three-strike attendance policy. Staff members can be removed after three unexcused absences at the discretion of the BCSC Advisor and President.

Section 3 Duties and Responsibilities

- A. The Chief of Staff shall:
 - 1. Assist the President and BCSC Advisor in the administrative work of BCSC;
 - 2. Track the actions and attendance of Executive Board members and ensure that assigned tasks are being completed;
 - 3. Work one-on-one with staff members to assist with difficulties they may face in executing their assigned position;
 - 5. Be prepared to assume other responsibilities at the request of the President and BCSC Advisor.

- B. The Parliamentarian shall:
 - 1. Act as a resource for all questions regarding Robert's Rules of Order Newly Revised and the BCSC Constitution and Bylaws;
 - 2. Ensure that all meetings are ran according to Robert's Rules of Order Newly Revised and the BCSC Constitution/Bylaws; and
 - 3. Assist in educating the Executive Board members and the General Assembly about Parliamentary Procedure.

- C. The Recording Secretary shall:
 - 1. Take and present minutes of all official BCSC meetings;
 - 2. Keep an accurate record of all bills/resolutions brought up in the course of BCSC meetings;
 - 4. Be prepared to assume other duties requested by the President.

- D. The Student Training Coordinator shall:
 - 1. Arrange and evaluate the workshops for all BCSC events;
 - 2. Assist in finding and teaching workshops for BCSC;
 - 3. Collaborate with BCSC Advisor to "train the trainers" for BCSC and MASC events; and
 - 4. Evaluate the effectiveness of each workshop for future improvements.

- E. The Legislative Director(s) shall:
 - 1. Lobby at local, state, and federal levels of government on behalf of BCSC;
 - 2. Inform BCSC of youth-related legislation that has been introduced in the local, state, and federal

- legislature;
 - 3. Draft legislation for the consideration of BCSC dealing with youth-related issues;
 - 4. Assist BCSC Advisor in planning a lobbying trip to Annapolis for BCSC delegates; and
 - 5. Revise the BCSC Platform every other year.
- F. The Education Liaison(s) shall:
- 1. Coordinate efforts to have BCSC representation at all Baltimore County Board of Education meetings;
 - 2. Serve on the Baltimore County PTA Council and represent BCSC's student voice at their monthly meetings;
 - 3. Work to inform BCSC of current education issues; and
 - 4. Be prepared to serve on countywide Board of Education committees at the request of the BCSC Advisor.
- G. The Environmental Affairs Director(s) shall:
- 1. Be responsible for implementing a recycling program for all BCSC events;
 - 2. Be responsible for creating and executing a BCSC Spring Environmental Project;
 - 3. Work to ensure a healthy environment in all BCPS schools; and
 - 4. Be prepared to assume other responsibilities at the request of the President.
- H. The Historian(s) shall:
- 1. Keep a pictorial account of all BCSC events and any other events affiliated with BCSC held during his/her term;
 - 2. Be responsible for PowerPoint presentations at General Assembly meetings and end-of-year Bull Roast;
 - 3. Organize a scrapbook of BCSC events; and
 - 4. Work to research and document the history of BCSC as an organization.
- I. The Charity Director(s) shall:
- 1. Create an action plan to encourage widespread school participation in the annual holiday BCSC canned food drive;
 - 2. Assist in creating a workshop project to support the BCSC charity at the annual Middle School Leadership Conference;

3. Collect donations for the BCSC Charity at all BCSC events;
 4. Be responsible for implementing a community spring charity event;
 5. Work to encourage participation in the MASC Statewide Charity; and
 6. Be prepared to take on other responsibilities at the request of the President.
- J. The Regional Representative(s) shall:
1. Serve as representatives of all Baltimore County students in their assigned schools;
 2. Assist the Vice-President in running the Board of Presidents;
 3. Contact the president or representative from each assigned school after every Executive Board meeting to keep them informed of BCSC events; and
 4. Be prepared to take on other responsibilities at the request of the President.
- K. The Website Coordinator(s) shall:
1. Work with the elected officers to ensure content on the BCSC website and social media is current and accurate;
 2. Create and provide digital content to be posted on the web Site as needed;
 3. Assume other responsibilities at the request of the President.
- L. The Middle School Liaison(s) shall:
1. Assist the Second Vice-President in his/her roles;
 2. Communicate with middle schools throughout the county to inform them about BCSC and its activities;
 3. Assist in the planning and implementation of the BCSC Middle School Leadership Conference;
 4. Strive to increase middle school representation at all BCSC and MASC events;
 5. Work with middle and high school student councils to strengthen feeder patterns in order to foster relationships among multiple schools across the county.

Approved November 2, 2016