

Bylaws of the Baltimore County Student Councils (BCSC) 2010-2011

Article I Dues

Member schools of BCSC shall maintain their status through the annual payment of dues of \$135.00. This payment will include Maryland Association of Student Councils (MASC) membership.

Article II Standing Committees

Section 1 There shall be a group of committees specified here, in the Bylaws, to be known as the General Assembly's standing committees.

Section 2 The responsibilities of the standing committees shall be:

- A. To assure that the business of BCSC is conducted;
- B. To gain approval, through a majority vote, from the executive board on actions to be taken by the standing committees; and
- C. To submit an end-of-year report to the President on the accomplishments and recommendations of the standing committees.

Section 3 All standing committee chairpersons shall:

- A. Select Baltimore County students enrolled in sixth through twelfth grade to serve as committee members;
- B. Select a co-chair of the committee from all interested committee members;
- C. Serve as the official spokesperson for their standing committee (Constitution; Article VII: Representation; Section 1; C) and;
- D. Schedule all committee meeting dates and report to the President when standing committees are to be held.

Section 4 The General Assembly's standing committees shall be:

- A. Legislative Committee, which shall:
 - 1. Be chaired by the Legislative Director(s);
 - 2. Be responsible for setting BCSC's legislative agenda;

3. Assist in organizing lobbying effort to the County Council, the Maryland State Legislature, and other necessary groups;
 4. Follow youth-related bills that have been presented in county and state legislative bodies; and
 5. Review and revise the BCSC Platform every other year before presenting to General Assembly.
- B. Education Committee, which shall:
1. Be chaired by the Education Liaisons;
 2. Be responsible for addressing educational issues that affect the students of Baltimore County;
 3. Define the problems within the educational framework and work to develop solutions to these problems; and
 4. Work closely with the PTA Council, the County and State Boards of Education.
- C. Publication Committee, which shall:
1. Be co-chaired by the Public Relations Director and the Historian(s);
 2. Be responsible for compiling articles for inclusion in the BCSC newsletter;
 3. Work to publicize BCSC events and accomplishments through media; and
 4. Edit and publish all other information publications as determined by the BCSC Executive Board or Region Advisor.
- D. Middle School Committee, which shall:
1. Be co-chaired by the First Vice President, the Second Vice President and the Middle School Liaison(s);
 2. Assist in planning a Middle School Leadership Conference; and
 3. Attempt to increase middle school participation at all levels (county and state).

Article III Appointed Staff

Section 1 The appointed staff of BCSC shall be: Chief of Staff, Parliamentarian, Recording Secretary, Corresponding Secretary, Legislative Director(s), Education Liaisons, Environmental Affairs Director, Middle School Liaison(s), Historian(s), Charity Director, and four Member-At-Large positions.

Section 2 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 January 31, 2011. Staff members are expected to attend all BCSC Executive Board, General Assembly meetings and other functions.

Section 3 Duties and Responsibilities

A. The Chief of Staff shall:

1. Assist the President and Region Advisor in the administrative work of BCSC;
2. Track the actions of Executive Board members and assure 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;
4. Coordinate evaluations of BCSC events and report results to Executive Board and General Assembly; and
5. Be prepared to assume other responsibilities at the request of the President and Region 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 run 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;
3. Keep an attendance record of Executive Board members at all BCSC meetings/activities; and
4. Work with committee chairpersons to compose committee reports.

- D. The Corresponding Secretary shall:
1. Be responsible for contacting all Executive Board members regarding meetings and other functions;
 2. Be responsible for writing all official correspondence on behalf of BCSC as instructed;
 3. Keep a record of all BCSC handouts and information; and
 4. Assume the duties of the Recording Secretary when he/she is unable to do so.
- E. The Legislative Director shall:
1. Chair the Legislative Committee;
 2. Lobby at local, state, and federal levels of government on behalf of BCSC;
 3. Inform BCSC of youth-related legislation that has been introduced in the local, state, and federal legislature;
 4. Draft legislation for the consideration of BCSC dealing with youth-related issues;
 5. Assist Region Advisor in planning a lobbying trip to Annapolis for BCSC delegates; and
 6. Revise the BCSC Platform every other year.
- F. The Education Liaisons shall:
1. Co-chair the Education Committee;
 2. Coordinate efforts to have BCSC representation at all Baltimore County Board of Education meetings;
 3. Serve on the Baltimore County PTA Council and represent BCSC at their monthly meetings;
 4. Work to inform BCSC of current education issues; and
 5. Be prepared to serve on countywide Board of Education committees at the request of the region advisor.
- G. The Environmental Affairs Director 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 Middle School Liaison(s) shall:
1. Serve as the assistant to the Second Vice-President;

2. Be responsible for co-chairing the Middle School Leadership Conference and the Middle School Committee;
 3. Work to increase middle school representation in BCSC; and
 4. Be prepared to assume other responsibilities at the request of the President and/or Second Vice-President.
- I. 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 pictorial 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.
- J. The Charity Director 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 Kids Helping Hopkins at the annual Middle School Leadership Conference;
 3. Be responsible for implementing a community spring charity event;
 4. Work to encourage participation in the MASC Statewide Charity; and
 5. Be prepared to take on other responsibilities at the request of the President.
- K. The Members-At Large shall:
1. Serve as representatives of all Baltimore County students in their assigned schools;
 2. Be responsible for obtaining articles for the BCSC newsletter from their assigned schools;
 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.

Approved August 26, 2010