

National Association of State Student Council Executive Directors

POLICY



Arrangement of Winter Meeting

A. Site Selection of Winter Meeting

1. Site proposals must be submitted in writing to the Board of Directors by June 1 of the year that is TWO calendar years prior to the meeting date. For example, a proposal to host the 2019 Winter Meeting must be submitted by June 1, 2017.
2. Site proposals must include information about the per night room rate for each type of room (for example, single king or double queen) in the conference room block and should also contain rates for meeting room rentals and other facility related expenses. Proposals may contain rates from multiple hotels for comparison purposes, but a single hotel will be chosen to handle all arrangements for the Winter Meeting.
3. Site proposals must include information about and the cost of airport shuttles, taxis, or other transportation between the airport and hotel as part of the bid.
4. Site proposals should include information about area attractions that may be of interest to members, especially those which may be utilized within the conference program.
5. The Board of Directors will review all proposals submitted according to the timeline specified above prior to the Winter Meeting that follows, and will make a final recommendation to the membership for approval at that meeting.
6. The membership shall vote on the recommendation of the Board of Directors at that Winter Meeting, which will be TWO years in advance of the meeting for which the site proposal is intended.

B. Geographic Rotation for Winter Meeting

1. Bids for hosting the Winter Meeting will be accepted on a four-year rotation based on the following geographic regions: Eastern, Southern, Central, Western.
2. For the purposes of this rotation, the following 13 states (and DC) will be defined as **Eastern**:
CT, DE, DC, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV*
3. For the purposes of this rotation, the following 11 states will be defined as **Southern**:
AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX



4. For the purposes of this rotation, the following 13 states will be defined as **Central**: IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, SD, WI
5. For the purposes of this rotation, the following 13 states will be defined as **Western**: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY
6. If a state from the Eastern region as defined above is selected to host in 2018, then the rotation shall be as follows: 2018 Eastern, 2019 Central (*with a waiver to allow WV to apply), 2020 Southern, 2021 Western, with the cycle to begin again in 2022.
7. If a state from the Southern region as defined above is selected to host in 2018, then the rotation shall be as follows: 2018 Southern, 2019 Central (*with a waiver to allow WV to apply), 2020 Eastern, 2021 Western, with the cycle to begin again in 2022.
8. If no state from the designated region applies by the indicated deadline in Section A, the Board of Directors may seek bids from outside that region. If a bid from outside the designated region is accepted the rotation as specified above will not be changed.

C. Registration Fees and Program Schedule

1. A registration fee for the Winter Meeting will be determined by the Board of Directors to cover expenses and defray anticipated costs.
2. An annual contribution toward the Winter Meeting has traditionally been provided by the National Association of Secondary School Principals (NASSP).
3. The Board of Directors shall determine the program schedule and membership meeting agenda for the Winter Meeting.

D. Guidelines for Arrangements

1. The host will secure a hotel package for two nights of the selected meeting dates with an available back-up hotel. The dates are typically the Thursday and Friday of the week after Thanksgiving.
2. The hotel should be centrally located with easy access to dining and shopping facilities. The host may NOT sign any hotel contract until the NASSCED President or Treasurer has signed off on arrangements with the hotel.
3. The host will arrange with the hotel for early arrival of the Board of Directors, whose members will typically arrive on the Tuesday night and Wednesday morning prior to the Winter Meeting. The Board of Directors will take care of the arrangement and expense for its own meals, but would appreciate assistance from the host in recommendations for dining convenient to the hotel.
4. The host will arrange with the hotel for a meeting room to accommodate the Board of Directors from 9:00 a.m. until 5:00 p.m. on the day prior to the Winter Meeting (typically Wednesday). Breakout rooms should not be needed for this day.
5. The host will arrange with the hotel for a registration area with two 6 to 8 foot tables and four chairs on the morning of the first day of the Winter Meeting (typically Thursday) from 8:00 a.m. until 12:00 p.m. Preferably, the registration area will be near the large group meeting room. The Board of Directors will handle all registration of NASSCED members, and also provide name badges and packet information.
6. The host will arrange a meeting room for the membership of NASSCED on the first day of the Winter Meeting (typically Thursday) from 8:00 a.m. until 5:00 p.m. The room

space should accommodate 70 to 80 people and contain 10 to 12 round tables. This room should lend itself to icebreaker activities as well as a speaker; a microphone and podium should be provided and the host may be asked to provide special multimedia equipment as needed by presenters. Breakout rooms may or may not be needed for the first day of the Winter Meeting, depending on the program.

7. The host should arrange with the hotel for a luncheon at approximately 12:00 p.m. on the first day of the Winter Meeting.
8. The host should locate an enjoyable place for dinner on the evening of the first day of the Winter Meeting (typically Thursday) for the entire membership of approximately 70 to 80 at approximately 7:00 p.m. At this dinner the NASSCED President should be afforded a few minutes for remarks.
9. The host should arrange with the hotel for a meeting room for the second day of the Winter Meeting (typically Friday) from 8:00 a.m. until 5:00 p.m. Breakout rooms are likely to be needed for the second day of the Winter Meeting, depending on the program.

E. Arrangements for the NAWD National Conference on Student Activities

1. Arrangements for the National Conference on Student Activities are made with and approved by the National Association of Workshop Directors (NAWD), which is a separate and distinct organization from NASSCED.
2. We affirm that there is a mutual interest on the part of both organizations to have members of NASSCED actively participate in the NAWD National Conference on Student Activities and members of NAWD participate in certain aspects of the NASSCED Winter Meeting, such as a Speakers' Showcase.
3. Therefore a potential host of the Winter Meeting is strongly encouraged to also submit a proposal to the Executive Director of NAWD to host the National Conference on Student Activities. Upon receipt of a proposal or written intent to submit a proposal, the Executive Director of NAWD will be contacted so that he or she can follow up with the potential host. However, such an accompanying proposal is not required by nor under the policy domain of the NASSCED Board of Directors. In any case, the timelines as outlined in Section A of this policy will be adhered to regarding site selection of the NASSCED Winter Meeting.
4. It is in the interest of both NASSCED and NAWD as well as their respective members – and therefore strongly advised – that a potential host for both the NASSCED Winter Meeting and the NAWD National Conference on Student Activities use the same hotel for both events. However, there should be two distinct hotel contracts for these events; any aspect of the hotel contract for the NAWD National Conference on Student Activities that impacts the hotel contract for the NASSCED Winter Meeting must be immediately brought to the attention of the NASSCED President or Treasurer.

Originally passed:

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