

**CONSTITUTION OF THE TASC DISTRICT 18**  
**LONE STAR STUDENT COUNCIL ASSOCIATION**

**PREAMBLE**

We, the member schools of Texas Association of Student Councils (TASC) Lone Star District 18, in order to promote, develop, and empower leadership development through student councils in secondary schools in central Texas, do organize ourselves to operate under the following constitution.

**ARTICLE I - NAME**

The name of this organization shall be the Lone Star Student Council Association.

**ARTICLE II - PURPOSE**

The purpose of this association shall be to provide better understanding and closer relationships between the schools represented in District 18, to promote better understanding of democratic processes, and to work closely with TASC and other TASC districts for the promotion of leadership development.

**ARTICLE III - MEMBERSHIP**

Membership in the district shall consist of any organization or individual who meets the TASC criteria for membership and is located in the District 18 geographic confines. Organizations or individuals outside of the geographic confines of District 18 who meet the TASC criteria for membership may request membership in District 18. If approved by the District 18 Executive Committee, the requesting organization or individual shall be granted membership in District 18 upon approval from TASC.

**ARTICLE IV – MEETINGS AND PROCEDURES**

**Section 1:** Meetings will be held as stated in the District 18 Officer Practices. Additional meetings may be called at the discretion of the Executive Committee.

**Section 2:** To amend the constitution, votes must be cast by at least 25% of the TASC District 18 member schools. In order to take effect, the proposed amendment must receive an affirmative vote of two-thirds of the schools submitting votes. An abstention shall count in the establishment of a quorum, but the vote shall not be counted as a vote for or against the proposed amendment.

**Section 3:** The Executive Committee shall set the maximum number of delegates per school for TASC District 18 events. The students must be accompanied by a school-designated Advisor.

**Section 4:** The schools who represent the Executive Committee shall be voted on by the attendees of the Spring Convention.

**Section 5:** Each member school shall have one vote in all elections.

**Section 6:** TASC District 18 middle level schools may participate in all district events.

## **ARTICLE V – EXECUTIVE COMMITTEE**

**Section 1:** The Executive Committee of the district shall be President, First Vice President, Second Vice President, Third Vice President, Secretary, Parliamentarian, Spirit Director, Nova, Past President, District Coordinator, and Principal Advisor.

**Section 2:** The officers of the district shall consist of one student representative and one advisor from the schools holding the offices of President, First Vice President, Second Vice President, Third Vice President, Secretary, Parliamentarian, Spirit Director, Nova, and Past President.

**Section 3:** Duties of officers:

- A. President
  1. To preside at all meetings of the district
  2. To appoint all committees
  3. To serve as Treasurer.
  4. To ensure a record is kept of receipts and disbursements of district funds
  5. To ensure a financial report is made to the delegates assembled at conventions and to the Executive Committee
  6. To pay district expenditures as authorized by the Executive Committee
  7. To be responsible for the District flag until the end of the state convention
  8. To facilitate district verification of state projects
  9. To be responsible for the coordination and theme of district lock-in
  
- B. First Vice-President
  1. To preside at all meetings of the district in the absence of the President
  2. To act as host school for the Fall Convention
  
- C. Second Vice-President
  1. To preside at all meetings of the district in the absence of the president and the first Vice President
  2. To act as host school for the Spring Convention
  
- D. Third Vice-President
  1. May only be held by a middle level school.
  2. To manage all workshop sessions for the middle level schools at conventions
  
- E. Secretary
  1. To keep accurate records of all meetings
  2. To send a complete record of all minutes to the succeeding officer
  3. To keep files of the correspondence concerning the district and place such files for future reference with the succeeding officer
  4. To make announcements at meetings and call roll at business meetings
  
- F. Parliamentarian
  1. To see that the meetings are conducted according to Robert Rules of Order as set forth in Article VIII
  2. To interpret questions concerning the constitution and to have copies available for member schools
  3. To supervise and execute elections
  
- G. Spirit Director

1. To foster positive and supportive attitudes among members of District 18 at all meetings and activities
  2. To assist the parliamentarian in supervising elections
- H. Nova
1. To attend and observe District 18 Executive Committee meetings.
- I. Past President
1. To supervise the procedure for the selection of the District 18 scholarship recipients
  2. To assist the president in coordinating all District 18 meetings and activities
  3. To monitor and help meet membership goals for District 18

**Section 4:** One District Coordinator shall be elected for a three-year term. The Principal Advisor, who must be a member of the Texas Association of Secondary School Principals, shall be elected for a three-year term. The election of District Coordinator and Principal Advisor shall be during the Advisors' meeting at the spring convention.

**Section 5:** Voting members of the Executive Committee shall be the student representative from the school holding the offices of First Vice President, Second Vice President, Third Vice President, Secretary, Parliamentarian, Spirit Director, and Past President; along with the District Coordinator, and the Principal Advisor. In the case of a tie, the student from the President School shall have one vote.

**Section 6:** In case of a vacancy in District Coordinator or Principal Advisor, the unexpired term may be filled by election at the next Advisors' meeting.

**Section 7:** The chairperson of this committee shall be the District President School.

**Section 8:** A meeting of the Executive Committee shall be called at any time the chairperson shall deem necessary or at the request of any other two Executive Committee Members.

**Section 9:** The executive powers of the district shall be vested in the Executive Committee.

## **ARTICLE VI – ELECTIONS**

**Section 1:** Officers for the next year shall be elected at the spring convention and shall serve for one year following the close of the TASC High School Annual Conference. The office of President School shall be limited to a one year term and may not be held for consecutive terms. To be eligible to run for the Nova position, a school must not have held a District 18 office in any of the previous three years.

**Section 2:** Officers shall be designated by the name of schools rather than by the names of individuals. Schools elected to the various offices may feel free to choose whomever they consider capable to fill the office.

**Section 3:** Election Rules

- A. Candidates wishing to run for District 18 office must file a written petition with the Parliamentarian school by a date to be set by the Executive Committee.

- B. The Parliamentarian school shall send a list of all schools who have filed for office to the District Coordinator prior to convention, and that list shall be sent to the entire District prior to the Spring Convention.
- C. The rules for campaigning for office shall be determined by the Executive Committee no later than January 15<sup>th</sup> immediately preceding officer elections for that year, and they will be distributed to the general membership no later than January 31<sup>st</sup> immediately preceding officer elections for that year.

**Section 4:** In case a vacancy occurs in the office of president, the order of succession shall be first vice president, then second vice president.

**Section 5:** In case a vacancy occurs in any other office, such office may be filled by appointment of the Executive Committee.

**Section 6:** Failure to fulfill duties of the office or absence from Executive Committee meetings and/or TASC District 18 events can be grounds to remove any officer school, the District Coordinator, or the Principal Advisor. Formal charges and a two-thirds vote by the Executive Committee are required for removal. Should an officer school, the District Coordinator, or the Principal Advisor resign, the resignation goes into effect when the Executive Committee approves it. In the event of a resignation or removal of an officer school, the position may either be filled for the remainder of the term or the position may remain vacant until the next spring convention (depending on time of year). In the event of removal or resignation of the District Coordinator or the Principal Advisor, the Executive Committee may fill the position for the remainder of the term. In either of the mentioned occurrences, the vacancy shall be filled by the person or school that ran and was not elected based on election results. Should the position have not been contested, the Executive Committee shall determine the school or individual appointed to the position.

## **ARTICLE VII - AMENDMENTS**

This constitution may be amended. The proposed amendment must have been submitted in writing to each member school not less than two weeks prior to the close of voting on the amendment to be considered.

## **ARTICLE VIII - PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, newly revised, shall be the parliamentary authority for TASC District 18.

# **District 18 Officer Practices**

## **President**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Sets dates and creates agenda for all Executive Committee meetings.
- Must have student and advisor attend TASC Steering Committee meeting during the summer of term. This usually takes place in early June.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$1000 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Serves as District Treasurer.
- Hosts Winter Retreat:
  - Secure date and venue and present dates to the Executive Committee at the August meeting.
  - Set theme for Winter Retreat.
  - Secure speaker considering a budget set by the Executive Committee for speaker, travel, and miscellaneous expenses.
  - Set schedule for Winter Retreat including free time activities.

## **1<sup>st</sup> Vice President**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$1000 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Hosts Fall Convention:

- Secure date and venue and present possible dates to the Executive Committee at the August meeting.
- Set theme for Fall Convention.
- Secure speaker considering a budget set by the Executive Committee for speaker, travel, and miscellaneous expenses.
- Secure catering for lunch and present menu choices to the Executive Committee at August meeting.
- Set schedule for Fall Convention and organize/solicit discussion groups from member schools.

### **2<sup>nd</sup> Vice President**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$1000 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Hosts Spring Convention:
  - Secure date and venue that takes into consideration state project report form reporting deadline and present possible dates to the Executive Committee at the August meeting.
  - Set theme for Spring Convention.
  - Secure speaker considering a budget set by the Executive Committee for speaker, travel, and miscellaneous expenses.
  - Secure catering for lunch and present menu choices to the Executive Committee at August meeting.
  - Set schedule for Spring Convention allowing adequate time for state project verification and campaign skits for election of officers.

### **3<sup>rd</sup> Vice President – must be a Middle School or Junior High**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$500 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Provides name tags for Fall Convention, Spring Convention, and Winter Retreat. Communicate with the hosts of the events regarding theme and specific needs/uses for name tags (i.e. numbering, etc.)
- Assists the Executive Committee in recruiting Middle Schools for TASC membership.
- Helps at all District 18 events as much as possible.

### **Secretary**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$500 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Must keep minutes at all Executive Committee meetings, send an electronic copy of the minutes to the District Coordinator after each meeting, and maintain a permanent file of minutes from all meetings.
- Must maintain a permanent file of agendas, and Executive Committee communications to pass on to the next secretary school.
- Assists the parliamentarian school in counting ballots from all elections.
- Assists parliamentarian in gathering information for district-wide communication.

## **Parliamentarian**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- May be reimbursed for up to \$500 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Must run the election process for each election (including officer elections, as well as any other voting issue that comes before the membership).
- Counts ballots from all elections with the assistance of the secretary school, president school, and district advisor.

## **Spirit Director**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must assist convention hosts in planning songs for Fall Convention, Spring Convention, and Winter Retreat.
- May arrange for district shirt design.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$500 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Must plan an ecumenical service for Sunday morning of Winter Retreat.
- Assists parliamentarian in gathering information for newsletters.



## **Nova**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$500 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Helps at all District 18 events as much as possible.

## **Past President**

- Must select one student to serve on the Executive Committee. This student should remain consistent for the entire term.
- Must attend all Executive Committee meetings.
- Must bring two gifts for door prizes to Fall Convention, Spring Convention, and Winter Retreat.
- Must arrive early to work with leadership consultant for Winter Retreat.
- May be reimbursed for up to \$500 for leadership training for students in that school's home council. Funds may be reimbursed for any District 18 workshops/conventions/retreats, TASC workshops/conventions/retreats, or NASC/SASC conventions/workshops. These funds may not be used for Advisor-only travel/registration (i.e. – NAWD, Advisors Workshop, registration fees, etc.)
- Must conduct the District 18 Scholarship process and present winners at Spring Convention.
- Maintain the District 18 website.
- Serves as a resource for current President.