

Constitution of District 713 of The Texas Association of Student Councils

Preamble:

District 713 supports Councils, students, and advisors through unifying and growing leaders to serve the greater Houston community.

Article 1: Name

Section 1: The name of this organization shall be District 713 (seven-one-three).

Section 2: The officers of District 713 shall make up the Executive Board of District 713, hereafter referred to as the Board.

Article 2: Purpose

Section 1: The purpose of this organization shall be to develop and promote individual leaders, diversity of knowledge and skills within councils, and dedication to service.

To further our mission, we will:

1. Provide opportunities for personal growth and leadership skills development, thus empowering students to grow their local council and make a positive impact within their communities.
2. Establish an inclusive community where communication, collaboration, partnership and personal growth are valued.
3. Promote active, democratic participation in district, state, national, and any other authorized Student Council meetings.
4. Further the mission and values of TASC.

Section 2: The Board shall ensure that the purpose and objectives of the District are effectively carried out.

Article 3: Membership

Section 1: Membership in this organization shall be open to all public, private, charter, and parochial high schools having a student council and being located within the boundaries of District 713.

Section 2: All District member schools must be a member of the Texas Association of Student Councils and current on all dues. The privileges of membership include access to district events such as conventions, workshops, and retreats. All district events shall follow TASC policies regarding illegal substances, weapons and safety, and dress code.

Section 3: No person, on the grounds of race, color, national origin, gender, religion, sexual orientation, or disability shall be excluded from or denied the benefits of membership.

Section 4: For elections, each school in attendance will be allowed up to 5 delegates, each having one vote. In the case of an amendment to the constitution, each school will have 1 vote per school.

Article 4: Meetings and Procedures

Section 1: General Meetings

1. The District shall convene at least twice during the year at a time set by the Board, once in the fall and once in the spring before the state TASC annual conference. Additional meetings may be called at the discretion of the Board.
2. Schools attending district meetings will pay a per person membership attendance. The Executive Board of District 713 will decide all fees. All funds will be maintained each year by the District 713 Treasurer and District Coordinator. An annual accounting of funds will be made to the Executive Board at the first meeting of the year.
3. A 20% presence of current member schools shall constitute a quorum to transact any business that requires voting. Each school shall be entitled to one vote for business action items. A simple majority of those voting shall constitute an affirmative vote.
4. Notice of the regular meetings, conventions, retreats, etc... shall be sent to member schools and to other interested schools by September 1st (or earliest available date) of every year by the district coordinator.

Section 2: Board Meetings

1. The Board shall convene at least twice during the year. Board meetings will be held prior to each district convention. The Board shall conduct all district business.
2. A two-thirds presence of the Board shall constitute a quorum to transact any business. A simple majority of those voting shall constitute an affirmative vote of the Board. Each advisor and student representative shall be entitled to one vote and the vote of the majority of the Board at any meeting at which there is a quorum shall be sufficient to transact business.

Section 3: State Report Forms

The Board shall convene once a year to verify the state reports submitted by District 713 schools. This meeting will take place following the state report deadline.

Article 5: Officers

Section 1: Schools shall be candidates for District 713 office and each elected officer school will consist of 1 student representative and an advisor from that school.

A President/Treasurer School, Past President School, Vice-President School, Secretary School, Parliamentarian School, Delegate-At-Large School, Nova Delegate School, Historian, and District Coordinators are elected for the coming year at the Spring Conference. Schools are elected based on the majority of votes cast.

Section 2: Officer duties are as follows:

- President School – will preside over all meetings and vote in case of a tie. May be assigned other duties as needed. This office consists of a two-year term: President School followed by Past President.
- Vice-President School – will collect intent to run forms, verify accuracy, and create the ballot. May be assigned other duties as needed.
- Treasurer School - will collect registration and fees for district events (falls under the President School duties)
- Secretary School- will take and post minutes of stated meetings and board meetings and preside over the tabulations committee. May be assigned other duties as needed.
- Parliamentarian School – will be in charge of timing speeches and skits and verify the Elections. May be assigned other duties as needed.

- Delegate at Large School – will collect ballots and give to the Secretary school’s committee to count. May be assigned other duties as needed.
- Nova Delegate School- will assist the executive board with duties as deemed necessary by the President School. May be assigned other duties as needed.
- Past President School – will assist District Coordinator with advisor training and scholarship collection. May be assigned other duties as needed.
- Historian School - responsible for social media and communication to members
- District Coordinators - lead the training of the district officers and be the liaison between TASC and District 713

Article 6: Elections

Section 1:

- The officer schools shall be elected at the spring convention, annually.
- The candidate schools must have paid the current dues to TASC. This covers both district and state.
- All election candidates should have no outstanding balances with District 713.
- Candidate schools must file with the Parliamentarian school by the assigned deadline and complete all Intent to Run for Office forms.
- Each school filing for office with the District will be provided a copy of the campaign procedures of District 713 by the Parliamentarian.
- The Parliamentarian school shall send a list of all schools who have filed for office to the District Coordinator.
- By the deadline if no school has filed for an office, the position will be appointed by the Board.
- Including the nomination, one minute speech, and presentation (video and/or skit), candidate schools shall have 4 minutes total to present their qualification for office. Each presentation will be timed by the Vice-President school. Timing will begin when the nominating school begins speaking.
- Election of officer schools shall be a simple majority vote of the schools in attendance at the Spring Convention.
- All newly elected or appointed officer schools shall assume their responsibilities at the end of the Spring Convention, after being sworn in. All newly elected or appointed officer schools are expected to make every effort to attend officer training and all D713 conventions/workshops in order to maintain office.
- In the event of a tie when three or more candidates are running, a run-off vote will take place. In the event of a tie when only two schools are running, the President will vote.

Section 2: Removal from office.

Failure to fulfill duties or absence from board meetings can be grounds to remove any officer school or elected board member. Formal written complaints and a two-thirds vote by the Board are required for removal. Should an officer school or elected board member resign, the resignation goes into effect when the board approves it.

In the event of a mid-term vacancy, the position shall either be filled for the remainder of the term or the position shall remain vacant until the next spring convention (depending on time of year).

Section 3: In the event of a mid-term vacancy....

- If it is a student or advisor vacancy, the school is responsible for a replacement.
- If there is no viable option, the Board may appoint the replacement.
- If a school is no longer able to serve, the Board may offer the position to the "runner up"

Article 7: Committees

Section 1: Additional committees may be created by the Board on an as needed basis. The duties and duration of these committees shall be stated by the Board upon establishment of the committee.

Article 8: Bylaws

Section 1: Bylaws of the organization shall be established and amended by the Executive Board at the first Summer/Fall board meeting.

Section 2: Bylaws shall be established and amended by a two-thirds majority vote at a General meeting.

Section 3: District Organization

- A. Each school shall select a qualified student and advisor of their Student Council to hold office for their school.

- B. Each officer selected must take an oath or affirmation at the last meeting of each year to uphold the Constitution and By-Laws of District 713 to the best of his/her ability.

Section 4: District Offices

1. District Coordinator - chosen by the Executive Board,
 - A. Qualifications for the position:
 - a. Served on the D713 Executive Board
 - b. Attended D713 events (winter workshop, advisors workshop)
 - c. Attended summer workshop served on staff
 - d. TASC Consultant or Director of summer workshop (or in training)
 - e. Served on the TASC State Board of Directors
 - f. Not hold President or Treasurer office while Coordinator (If there is a term limit)
 - B. Duties and Responsibilities
 - a. Serve as an advisor to the Executive Board
 - b. Coordinate the selection of the District Advisor of the Year (Eddie G. Bull Award)
 - c. Coordinate new officer retreat
 - d. Notify the state office of all district meetings as soon as they are scheduled
 - e. Perform other duties as requested by the President school
 - f. Will serve a 3 year term
2. Coordinator and President
 - A. Provide a meeting place for the District meeting
 - B. Provide the program needs and breakfast/lunch when appropriate.
 - C. Meet with the Executive Board prior to the District meeting
 - D. Provide a meeting place for the Executive Board on the day of the District meeting.
 - E. Provide a location for the advisors meeting
3. President School
 - A. The President School shall:
 - a. Advisor and two students; one as President and the other as Treasurer.
 - b. Preside over the general session of the entire membership
 - c. Keep in close contact with the Executive Board relative to business matters which come to his/her attention
 - d. Give notice of all meetings: place, date, time of registration and registration fees, if any
 - e. Provide an agenda for all meetings
 - f. Distribute membership data in the fall newsletter
 - g. Perform other duties as requested by the Executive Board
 - B. The Treasurer School shall:
 - a. Maintain a depository for the district
 - b. Keep an accurate record of all financial transactions of the district

- c. Present a financial statement to the membership at the business meeting of each convention
- d. Present a financial statement to the Board at each meeting
- e. Maintain a file for the financial records of the District Conventions
- f. Perform other duties as requested by the President school
- g. Head a Committee made up of three additional officer schools to go over an Annual Audit of District funds

C. The Past President School shall:

- a. Plan and lead community service projects/activities
- b. Perform other duties as requested by the President school

4. The Vice President School shall:

- a. Assume the duties of President school if the President school cannot serve
- b. Maintain the District/TASC website
- c. Be responsible for appointing any special committees as deemed fit by the Board
- d. Provide awards set by the Board to be presented at the Spring Convention
- e. Coordinate a number of District 713 schools to plan the Fall Convention program including activities with the consent and aid of the board and report to President with plan at Officer training meeting
- f. Plan and lead songs/games as necessary for all district meetings
- g. Plan for talent presentations by member schools at district conventions if appropriate
- h. Perform other duties as requested by the President school

5. The Secretary School shall:

- a. Take minutes at all meetings and read the minutes of the last meeting of the membership at the general meeting at the district conventions
- b. Keep a complete membership roster
- c. Keep records of all activities for all general sessions (presenters/consultants)
- d. Keep records of topics from group discussions/presentations
- e. Keep a file of programs from each convention
- f. Serve as chairperson by passing out, collecting, and tallying the ballots of the officer election at the Spring Convention
- g. Perform other duties as requested by the President school

6. The Parliamentarian School shall:
 - a. Act as advisor to the officers and representatives in matters pertaining to parliamentary procedure and to adhere to the provisions of the constitution
 - b. Serve as Projects Chairperson and arrange for the judging of district projects/state reports
 - c. Submit names of award winners to officer in charge of awards
 - d. Furnish all necessary forms and rules to campaigning schools
 - e. Serve as timekeeper at the political rally
 - f. Collector of scholarship applications
 - g. Perform other duties as requested by the President school

7. The Historian School shall:
 - a. Maintain any Social Media the district may have
 - b. Create slideshow for Fall and Spring Convention
 - c. Plan and lead efforts to retain and regain member schools
 - d. Perform other duties as requested by the President school

8. The Delegate-at-Large School shall:
 - a. Collect ballots and give them to the Secretary School's committee to count.
 - b. May be assigned other duties as needed.

9. The Nova Delegate School shall:
 - a. Not have held office in 5 years
 - b. Observe workings of the Executive Board in preparation of fulfilling the duties of an office in the following year
 - c. Print a District newsletter a minimum of two (2) times a year
 - d. Perform other duties as requested by the President school

Section 5: Business Meeting

Business meetings shall be presided over by the District President student. The order of business shall be:

- 1) Call to Order
- 2) Minutes
- 3) Treasurer's Report
- 4) Committee Reports
- 5) Old Business
- 6) New Business
- 7) Roll Call
- 8) Adjournment

Unless stated, board members each have a vote **except for the President student.**

- A. The Executive Board shall be responsible for enforcing the District and State Constitutions. On matters arising not covered by the Constitution, the Executive Board shall make the decision by a majority vote.
- B. The Executive Board will plan and implement District activities that promote leadership and membership.
- C. The Executive Board may make decisions for the District between meetings as needed.
- D. A quorum for the Executive Board shall be a majority of the Executive Board.
- E. All decisions of the Executive Board shall be by majority vote. In case of a tie, the President student shall decide the issue.
- F. The Executive Board shall meet prior to each meeting and event.
- G. The President School advisor and /or the Student President, with his/her advisor's approval may call a meeting of the Executive Board at any time with at least a 24-hour notice.
- H. The District Coordinator shall be a voting member of the Executive Board and serve as a resource person to the District and a liaison to the state and national affiliations.

Article 9: Amendments and Revisions

Section 1: Amendments to this Constitution or its by-laws may be proposed by any member school or by the Board if deemed necessary. Amendments must be submitted in writing to the Parliamentarian School four weeks prior to any regular meeting. The Parliamentarian must email all member schools the proposed amendment two weeks prior to any meeting.

Section 2: Proposed changes, as approved by the Board and advisors of member schools, shall be presented at the Board meeting and be voted on at the General meeting. Each member school shall follow regular voting procedures. If the amendment passes, it will be sent out to all member schools to vote for ratification. The amendment can be ratified by two-thirds vote of the votes submitted.

Article 10: Ratification

Section 1: This constitution shall be presented to each member school for ratification. Two-thirds of the votes submitted in favor shall be required for ratification.