



# TEXAS ASSOCIATION OF STUDENT COUNCILS CONSTITUTION & BY-LAWS



## PREAMBLE

We, the member schools of Texas Association of Student Councils, sponsored by the Texas Association of Secondary School Principals, do organize ourselves to operate under the following constitution in order to promote, develop, and empower leadership development through student councils and advisors.

## ARTICLE I - NAME

The name of this organization shall be the Texas Association of Student Councils.

## ARTICLE II - PURPOSE

**Section 1.** The organization is organized exclusively for educational and charitable purposes. The purpose of this organization shall be to develop leadership skills, empower student voice, and positively impact school and community culture and climate; to enhance the journey of leadership for students, advisors, and their councils by providing training and a network of support; to offer strategic support at the local and district level; and to advocate for successful student council programs.

**Section 2.** The purpose of the board shall be to facilitate the mission of TASC.

**Section 3.** No substantial part of the activities which have been or which will be carried on have been or will be used for an attempt to influence legislation or to participate or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of political statements.

## ARTICLE III - MEMBERSHIP

**Section 1.** The Charter Members: The Junior and Senior High Schools sending delegates to the meeting called for April 1937, at Highland Park High School, Dallas, for the purpose of forming a State Organization, shall be recognized as Charter Members of the Texas Association of Student Councils.

**Section 2.** Any public, parochial, or private school, in the State of Texas may become a regular member of this organization, provided it pays the approved annual membership fees.

**Section 3.** The privileges of regular membership include access to TASC state and district events such as summer leadership workshops, advanced leadership workshops, state annual conferences, and district conferences as well as the privilege of voting at the state level and holding TASC state office.

**Section 4.** Individuals and organizations including but not limited to sponsors, vendors, and out-of-state schools, so long as their goals align with those of TASC may become associate members of both the state association and district associations with the approval of the appropriate TASC District Board of Directors and the TASC Director.

- A. Associate membership dues shall be approved by the TASC Board of Directors.
- B. Associate membership dues shall be paid to the state association.

**Section 5.** The privileges of associate membership include access to TASC state and district events such as summer leadership workshops, advanced leadership workshops, state annual conferences, and district conferences. Associate members may not vote or hold board positions at the state level.

**Section 6.** To obtain and retain membership in the Association, each member must pay an annual membership fee as approved by the Board of Directors at a regularly scheduled Board meeting. State and District dues shall be submitted to the state association.

**Section 7.** No person, on the grounds of race, color, national origin, gender, sexual orientation, religion, or disability shall be excluded from or denied the benefits of membership.

**Section 8.** The TASC membership year shall coincide with that of the Texas Association Secondary School Principals.

**Section 9.** TASC shall, from time to time, be divided into geographical districts or regions as determined by the Board of Directors. TASC shall foster the organization of local units in each district or region and the promotion of active participation by such units in the affairs of TASC. The Board of Directors shall establish guiding procedures to include officers and management of each district/region.

#### **ARTICLE IV – MEETINGS AND PROCEDURES**

**Section 1.** Meetings of the Board of Directors shall be scheduled by the TASC Director. A 2/3 presence of the board members shall constitute a quorum to transact any business that requires voting. A simple majority of those voting shall constitute an affirmative vote. Each member is allowed one vote.

**Section 2.** Special meetings of the Board of Directors may be called from time to time.

**Section 3.** A meeting of the Board of Directors shall be called within 30 days at the request of any ten (10) members of the State Board of Directors.

**Section 4.** All members of the Board of Directors shall be given notice at least 10 days prior to each meeting of the Board. In the case of a special meeting, the notice must state the purpose for which the meeting is called.

**Section 5.** The members of the Board of Directors shall act only as a Board, and no individual member shall have or exercise any power or authority of the Association solely by virtue of membership on the Board.

**Section 6.** All state events shall follow TASC policies regarding illegal substances, weapons and safety, and dress code.

#### **ARTICLE V – BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of elected and non-elected positions as specified below.

- A. Elected school positions shall consist of President, Vice President, Secretary, and Parliamentarian. Schools, not individuals, shall be elected. Each school shall be represented by one advisor and one student. Prior to the election, each school shall designate the student representative and advisor who will perform the duties of the office. They shall be elected by official delegates in attendance at the time of election.
- B. Elected positions shall also consist of Past President Advisor; three High School Student Council Advisors, one elected each year by high school advisors in attendance at the time of election to serve for a term of three years; two middle level student council advisors, one elected each year that a three-year term is completed by middle level advisors in attendance at the time of election; and three principals elected by TASSP.
- C. Non-elected positions include the TASSP Executive Director, the TASC Director, and the Conference Coordinator school. The High School Conference Coordinator school shall be represented by one advisor and one student. The Conference Coordinator school is appointed by the Board of Directors based on applications submitted to the current Board.

- D. All advisors and students on the TASC Board of Directors serve at the pleasure of their principal.
- E. Should an advisor or student officer from an elected officer school on the Board of Directors be removed or the position vacated, the school principal shall designate a replacement.
- F. Each individual representative on the Board of Directors shall be a voting member.

**Section 2.**

- A. Failure to fulfill duties or absence from board meetings can be grounds to remove any officer school or elected board member. Formal charges 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 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 annual conference (depending on time of year). In the event of removal or resignation of an elected school or Advisor to the Board, the Board 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 Board shall determine the school or individual appointed to the position.
- B. The following shall apply to elected advisors serving on the Board of Directors:
  1. All elected advisor positions are to be determined by a majority vote which consists of 50 percent of the ballots cast plus one. In the event of a tie vote, in a run-off election, the candidate with the greatest number of votes in the general election will win the election. If there is a tie vote in both the general election and the run-off election, the current Board members in attendance at the time of election will convene and select an advisor to fill the position from the candidates who received a tie vote.
  2. The school principal shall endorse the candidacy of the advisor to serve on the Board as an elected advisor or state officer advisor.
  3. All candidates for Elected Advisor on the Board must have been an active member of TASC the year preceding filing for the position.
  4. No more than one advisor from a member school may serve on the Board at one time.
  5. Elected advisors serving a three-year term must be off the Board for one year before running for an elected advisor position again. Advisors who are appointed or elected to fill the remainder of a vacated three-year term may run again at the expiration of that term.

**ARTICLE VI – OFFICER ELECTIONS**

**Section 1.** Qualifications for Candidate Schools or Elected Advisor Candidates:

- A. Schools rather than individuals shall be candidates for office. Each Officer School shall designate the student representative and advisor to serve as the officer.
- B. A Candidate School must have been a member of the Association for the school year preceding its nomination and must be a current member.
- C. A school may hold only one office at a time. Schools with a student representative on the Board may not run for state office.
- D. A Candidate School shall file, with the TASC Director, an application and letter of intent to run for an office signed by the principal of that school. This application and letter of intent shall be submitted to the TASC Director at least sixty days prior to the opening date of the election.

**Section 2.** Campaign Procedure:

- A. Each Candidate School shall be responsible for securing from the TASC website a list of regulations governing the type and use of campaign materials.
- B. A political rally shall be held prior to the ballots being cast.

**Section 3.** Election Procedures:

- A. Election of TASC officer schools or Elected Advisors shall be held annually at a time and date set by the current TASC Board of Directors.
- B. Only schools five which have submitted completed applications that have been approved may be considered for office.
- C. Voting for officers shall be conducted with each high school member school having the same number of votes as official student delegates present at the time of election, not to
- D. To be elected as an officer, a school must receive a majority of the vote which consists of 50 percent of the ballots cast plus one. If a majority vote is not obtained, a run-off election will be held between schools receiving the two highest vote totals, including tied schools or candidates. In the run-off election, the winner shall be the receiving the highest vote total, even if a majority is not reached. If a tie vote occurs in the run-off election, the winner shall be the school or having the greater number of votes in the first balloting. If there is a tie vote in both the general election and the run-off election, the current board members in attendance at the time of election will convene and select a school to fill the position from the candidates who received a tie vote.
- E. Preceding the close of the last general session at the conference, the run-off ballots, if needed, shall be marked, collected by the Secretary, and counted by the Tabulations Committee. The school having a majority shall be declared the winner.
- F. Ballots shall be validated by the TASC Secretary School, and results will be announced when the election has been determined. A board orientation is required before official assumption of duties.

**ARTICLE VII - CONFERENCES**

Dates of state conferences shall be determined by the TASC Director.

**ARTICLE VIII - ADVISORS**

**Section 1.** The Association shall include an organization of the Advisors from the member schools.

**Section 2.** At least one meeting per year shall be scheduled for Advisors of member schools.

**Section 3.** The facilitator of this group shall be the TASC Director.

**ARTICLE IX- AMENDMENTS**

**Section 1.** Amendments may be proposed by any member school of the Association.

**Section 2.** Proposed amendments shall be submitted in writing to the TASC Director and signed by the member school Advisor with the approval of the principal of the member school.

**Section 3.** Two-thirds vote of the State Board of Directors is required to approve the proposed amendment and call for an election to amend the constitution.

**Section 4.** Approved amendments shall be distributed to all member schools. For the vote to be counted the amendment shall be approved or disapproved by the Advisor of the member school. Ballots shall be submitted to the TASC state office. Each ballot submitted shall be signed by the member school Advisor. A majority of all votes cast shall be required for ratification.

## ARTICLE X - TASSP AUTHORITY

Any major action or proposed action that changes the orderly operations, threatens the survival of, or changes the balance of governing power should be approved by the TASSP President or the TASSP Executive Director for approval prior to consideration by the TASC Board of Directors.

## ARTICLE XI - RATIFICATION OF THE CONSTITUTION

This constitution shall be presented to the Advisor of each member school for ratification. Each ballot shall contain the signature of the member school Advisor with the approval of the principal of the member school. The Constitution Committee shall canvass the votes. Two-thirds of all votes cast shall be required for ratification. If ratified, this constitution shall become effective immediately.

### BY-LAWS

**Section 1.** The President shall oversee the functions of the following committees: the Credentials Committee, chaired by the Vice-President school; the Tabulating Committee, chaired by the Secretary School; the Procedural Committee, chaired by the Parliamentarian School. All committees shall be composed of four (4) member schools with a student and advisor representing each school.

**Section 2.** In the event no school files for an office or an Elected Advisor position, the President shall appoint a Nominating Committee composed of five students and five advisors, each from a different school. This committee shall recruit two (2) or more candidate schools for that office.

**Section 3.** Under the direction of the Vice President school, the Credentials Committee will enforce the rules and regulations of the election process adopted by the TASC Board for the Candidate Schools and submit a list of eligible candidate schools to be voted on at the Conference.

**Section 4.** Under the direction of the Secretary School, the Tabulating Committee shall collect marked ballots, tabulate results, and present results to the President and the TASC Director prior to the close of the Annual Conference.

**Section 5.** Under the direction of the Parliamentarian School, the Procedural Committee will oversee all procedures related to the election including but not limited to the timing of skits, the Meet the Candidates Session, and verification of ballots.

**Section 6.** The Association may charge Conference Registration Fees, which shall be used for operating costs of TASC. The conference fee may vary from year to year and will be recommended by the TASC Director.

**Section 7.** Duties of the students and advisors designated to represent the officer schools, TASC Executive Director, Conference Coordinator School, and State Board of Directors:

A. In conjunction with the Council Advisor, the President shall:

1. Give leadership to the Association throughout his or her term of office;
2. Oversee the functions of committees to include Credentials, Tabulating, and Procedural;
3. Oversee Strategic Plan initiatives and committees;
4. Preside at meetings of the State Board of Directors;
5. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
6. Attend Advisors Workshop (advisor only);
7. Perform other duties as required.

B. In conjunction with the Council Advisor, the Vice-President shall:

1. Execute the duties of the President in case of the latter's absence;
  2. Attend the meetings of the State Board of Directors;
  3. Chair the Credentials Committee;
  4. Attend a TASC summer leadership workshop, advanced, workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  5. Attend Advisors Workshop (advisor only);
  6. Perform other duties as required.
- C. In conjunction with the Council Advisor, the Secretary shall:
1. Attend meetings of the State Board of Directors and compile minutes;
  2. Read minutes of the previous business meeting;
  3. Furnish the TASC Director with a copy of the minutes;
  4. Chair the Tabulations Committee;
  5. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  6. Attend Advisors Workshop (advisor only);
  7. Perform other duties as required.
- D. In conjunction with the Council Advisor, the Parliamentarian shall:
1. Attend meetings of the State Board of Directors;
  2. Act as the final authority on questions of parliamentary procedure;
  3. Chair the Procedural Committee;
  4. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  5. Attend Advisors Workshop (advisor only);
  6. Perform other duties as required.
- E. The High School Conference Coordinator School shall:
1. Serve as Conference Coordinator School for the Annual Conference;
  2. Coordinate with the TASC Board of Directors or its designee to provide theme, decorations, entertainment, and hospitality;
  3. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, and Middle Level Annual Conference;
  4. Attend Advisors Workshop (advisor only);
  5. Perform other duties as required.
- F. The Past President School Advisor shall:
1. Attend meetings of the State Board of Directors;
  2. Attend a TASC summer leadership workshop, advanced workshop, State Strategic Steering Committee, Advisors Workshop, and Middle Level Annual Conference.
  3. Serve in an advisory capacity to the State Board of Directors;
  4. Serve as chairman of the Scholarship Committee;
  5. Perform other duties as required.
- G. Duties of the TASC Director:
1. Work with the Board and staff to ensure that the mission of TASC is fulfilled through programs, strategic planning, and outreach;
  2. Oversee organization of the Board and committee meetings;
  3. Oversee organization of state conferences and events;
  4. Serve as facilitator of all business sessions of the Advisors;
  5. Administer planning and operation of TASC's annual budget;
  6. Furnish the State Board of Directors an annual report of income and disbursements prepared by the TASC Director and audited by a certified public accountant;
  7. Manage the operation of TASC activities and events to include staffing and stipends, or contract positions as needed;
  8. Represent TASC at select meetings of other organizations with which TASC is affiliated;

9. Serve as TASC's primary spokesperson to the members, the media, and the general public;
  10. Process appeals by member schools of decisions by district boards by forming an investigation committee. The TASC Director shall coordinate and advise that committee during its investigation and inform the appealing school of the committee decision.
  11. Perform other duties as required.
- H. Duties of Elected Advisors on the Board of Directors
1. Chair or serve on committees, task forces, initiatives, and special assignments
  2. Assist with Annual Conferences as needed.
  3. Attend a TASC summer leadership workshop, advanced workshop (High School Elected Advisor), State Strategic Steering Committee, and appropriate level Annual Conference.
  4. Advisor attends Advisor's Workshop;
  5. Perform other duties as required.
- I. Duties of the State Board of Directors:
1. Appoint persons to fill un-expired terms of the State Board of Directors members;
  2. Review the Annual Audit Report presented by the State Executive Director;
  3. Approve a program for the Annual Conference;
  4. Approve the annual operating budget;
  5. Planning for the promotion, growth, and continued success of TASC;
  6. Serve in an advisory capacity to the TASC Executive Director in all matters pertaining to that office and to TASC;
  7. Ensure legal and ethical integrity and maintain accountability;
  8. Be informed about the organization's mission, services, policies, and programs;
  9. Review agenda and supporting materials prior to Board and committee meetings;
  10. Participate in all appropriate association meetings, events, and programs, and encourage other members and prospective members to participate;
  11. Serve in an advisory capacity to TASSP in all matters pertaining to TASC; and
  12. Perform other duties as required.

### **Section 8.**

- A. A Middle Level Conference Coordinator school is appointed by the Board of Directors based on applications submitted to the current Board. The Middle Level Conference Coordinator school shall be represented by one advisor and one student who are designated by their principal.
  - B. The Advisor and Student of the Middle Level Conference School serve at the pleasure of their principal.
  - C. Should either the Advisor or the Student of the Middle Level Conference Coordinator School be removed, or the position vacated, the school principal shall designate a replacement.
  - D. The Advisor and Student of the Middle Level Conference Coordinator School are invited to the State Strategic Steering Committee and to the Board meeting held at the Middle Level Conference and will serve as advisors to the Board regarding the Middle Level Annual Conference.
- A. **Section 9.** The Association shall adopt guidelines regarding best practices for TASC District Associations regarding district organization, management and responsibilities.
  - B. Any decision of the district boards may be appealed by any district member to a committee made up of the principals of district officers. The Association shall hold submissions of school and district constitutions for reference in case of change of advisors or coordinators.

**Section 10.** The By-Laws may be amended by a majority vote of the TASC Board of Directors. Amendments to the By-Laws must be submitted in writing by the member school Advisor with the approval of the principal of the member school to the TASC Director at least three weeks prior to a scheduled Board meeting.

**Section 11.** The Board of Directors shall use *Roberts Rules of Order* as the standard parliamentary text governing all cases not otherwise covered in the Constitution and By-Laws.

Constitution amended: 2015, 2013, 2012, 2011, 2008, 2005, 2003 (see ballots for changes)

Constitution ratified 2017

Constitution amended 2020 (See ballot for changes)

By-Laws amended 2021 (See minutes for changes)

Constitution amended 2022 (See ballot for changes)