**DISTRICT VII CONSTITUTION**

TEXAS ASSOCIATION OF STUDENT COUNCILS

(HIGH SCHOOLS)

**CONSTITUTION OF DISTRICT VII**

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**Preamble**

We, the member schools of District VII, do hereby establish this constitution for the members of this district. We endeavor to develop and promote individual leaders, create diversity of knowledge and skills within councils and encourage a dedication to service.

**ARTICLE I**

Name

The name of this organization shall be District VII of the Texas Association of Student Councils for the High Schools, hereafter referred to as “District”.

The officers of the District shall make up the Executive Board of TASC District VII, hereafter referred to as the “Board”.

**ARTICLE II**

Purpose

**Section 1:** The purpose of TASC District VII is 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 III**

Membership

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

**Section 2:** All District member schools must be a member of the Texas Association of Student Councils and current on all dues.

**Section 3:** The privileges of membership include access to district events such as conventions, workshops and retreats. Member schools must be in good standings with District VII and TASC in order for State Reports to be verified.

**Section 4:** All district events shall follow TASC policies regarding illegal substances, weapons and safety and dress code.

**Section 5:** Furthermore, 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.

**ARTICLE IV**

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 conference. Additional meetings may be called at the discretion of the Board.
2. Schools attending district meetings will pay a per person attendance fee. Per person fees will be decided by the Board of District VII.
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. 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 of every year by the President school.

**Section 2:** Board Meetings

1. The Board shall convene at least twice during the year. Board meetings will be held at least four (4) weeks 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 officer 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 Books**

1. The Board shall convene once a year to evaluate the state reports submitted by District 7 schools. This meeting will take place following the state report deadline which is the Wednesday of the third week in February.

**ARTICLE V**

Officers

**Section 1:**

1. Schools, not individuals, shall be candidates for District VII Officers. Each elected officer school will consist of 2 student representatives, 1 voting and 1 non-voting, and an Advisor from that school.
2. The Board of the District shall consist of elected and appointed positions as specified below:
* President-Elect
* President (automatically assumes position after serving previous year as President-Elect)
* Past President (automatically assumes position after serving previous year as President)
* Vice President elected at Spring Conference
* Secretary elected at Spring Conference
* Treasurer elected at Spring Conference
* Parliamentarian elected at Spring Conference
* Student Activities Delegate elected at Spring Conference
* Outreach Delegate elected at Spring Conference
* Historian Delegate elected at Spring Convention
* Nova Delegate elected at Spring Conference
* District Coordinator appointed at Spring Conference
1. Schools may hold only one elected office at a time and may succeed itself in that office.
2. When voting, each school will be given one student and one advisor vote.

**Section 2:** Officer duties and expectations are stated in the By-Laws set forth by the Board.

**Section 3:** Officer term lengths are stated in the By-Laws set forth by the Board.

**ARTICLE VI**

Elections

**Section 1:** **Guidelines**

1. The officer schools shall be elected at the spring convention, annually.
2. The candidate schools must have paid the current dues to TASC. This covers both district and state.
3. Candidate schools must file with the Parliamentarian school by the assigned deadline and complete all Intent to Run for Office forms.
4. Each school filing for office with the District will be provided a copy of the campaign procedures of District VII by the Parliamentarian.
5. The Parliamentarian school shall send a list of all schools who have filed for office to the District Coordinator.
6. By the deadline if no school has filed for an office, the position will be appointed by the Board.
7. Including the nomination and second, candidate schools shall have six (6) minutes to present their qualification for office. Each presentation will be timed by the Vice-President school
8. Election of officer schools shall be a simple majority vote of the schools in attendance at the Spring Convention.
9. 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 MUST attend officer training and all D7 conventions/workshops in order to maintain office.

**Section 2:**

1. 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.
2. 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:**

1. If the vacancy applies to an individual within a school elected position, the elected school is responsible for replacing the student. If it is the advisor, the Board shall determine if the new advisor should hold that office or if they should leave the office vacant or fill it with a current officer.
2. If the vacancy applies to an elected school, the vacancy should be filled by the school that, based on election results, ran and was not elected. Should the position have not been contested, the Board shall determine the school to appoint to the position.
3. Appointments to fulfill vacated positions will be made by the Board.

**ARTICLE VII**

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 VIII**

Bylaws

**Section 1:** By-Laws of the Organization should be established and amended by the Board.

**Section 2:** By-Laws of the Organization should be established and amended with a (two-thirds) majority vote.

**ARTICLE IX**

Amendments and Revisions

**Section 1:** This constitution may be revised as deemed necessary by the Board.

**Section 2:** Amendments to this constitution or its by-laws may be proposed by any member school and must be submitted in writing to the Vice-President school four weeks prior to any regular meeting. Written copies of all proposed changes shall be sent to all schools serving on the board by the corresponding secretary school at least thirty (30) days before the meeting at which changes are to be made.

**Section 3:** Proposed changes, as approved by the Board and advisors of member schools, shall be presented at the working meeting and be voted on at the business 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 X**

Ratification

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

**ARTICLE XI**

Parliamentary Authority

**Section 1:** Robert’s Rules of Order shall be the parliamentary authority for this organization.

**Section 2:** The President school shall have a vote in the case of a tie on floor matters except elections. The Board shall decide a tie in elections.

**Section 3:** A quorum for this district shall consist of 20 member schools.

**Section 4:** Questions concerning the interpretation of this document shall be decided by the Board

**TASC DISTRICT VII BY-LAWS**

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

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 VII to the best of his/her ability.

**Section 1:** The Executive Board shall consist of:

1. **The President-Elect School shall:**
	1. Observe workings of the Executive Board in preparation of fulfilling the duties of President the following year
	2. Automatically become President the following year
	3. Plan the Spring Convention
	4. Design the t-shirt for the year
	5. Perform other duties as requested by the President school
2. **The President School shall:**
	1. Preside over the general session of the entire membership
	2. Keep in close contact with the Executive Board relative to business matters which come to his/her attention
	3. Give notice of all meetings: place, date, time of registration and registration fees, if any
	4. Provide an agenda for all meetings
	5. Distribute membership roster in the fall newsletter
	6. Perform other duties as requested by the Executive Board
3. **The Past President School shall:**
	1. Plan and lead community service projects/activities
	2. Perform other duties as requested by the President school
4. **The Vice President School shall: (1 year term)**
	1. Assume the duties of President school if the President school cannot serve
	2. Maintain the District/TASC website
	3. Be responsible for appointing any special committees as deemed fit by the Board
	4. Provide awards set by the Board to be presented at the Spring Convention
	5. Perform other duties as requested by the President school
	6. Coordinate a number of District 7 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
5. **The Secretary School shall: (1 year term)**
	1. Take minutes at all meetings and read the minutes of the last meeting of the membership at the business meeting at the district conventions
	2. Keep a complete membership roster
	3. Keep records of all activities for all general sessions (presenters/consultants)
	4. Keep records of topics from group discussions/presentations
	5. Keep a file of programs from each convention
	6. Serve as chairperson by passing out, collecting, and tallying the ballots of the officer election at the Spring Convention
	7. Perform other duties as requested by the President school
6. **The Treasurer School shall: (2 year term)**
	1. Maintain a depositary for the district
	2. Keep an accurate record of all financial transactions of the district
	3. Present a financial statement to the membership at the business meeting of each convention
	4. Present a financial statement to the Board at each meeting
	5. Maintain a file for the financial records of the District Conventions
	6. Perform other duties as requested by the President school
	7. Head a Committee made up of three additional officer schools to go over an Annual Audit of District funds
7. **The Parliamentarian School shall: (1 year term)**
	1. Act as advisor to the officers and representatives in matters pertaining to parliamentary procedure and to adhere to the provisions of the constitution
	2. Serve as Projects Chairperson and arrange for the judging of district projects/state books
	3. Submit names of award winners to officer in charge of awards
	4. Furnish all necessary forms and rules to campaigning schools
	5. Serve as timekeeper at the political rally
	6. Collector of scholarship applications
	7. Perform other duties as requested by the President school
8. **The Vice President of Student Activities School shall: (1 year term)**
	1. Plan and lead songs/games as necessary for all district meetings
	2. Plan for talent presentations by member schools at district conventions if appropriate
	3. Perform other duties as requested by the President school
9. **The Outreach School shall: (1 year term)**
	1. Plan and lead efforts to retain and regain member schools
	2. Perform other duties as requested by the President school
10. **The Historian School shall: (1 year term)**
	1. Maintain any Social Media the district may have
	2. Create slideshow for Spring Convention
	3. Perform other duties as requested by the President school
11. **The Nova Delegate School shall: (1 year term)**
	1. Not have held office in 5 years
	2. Observe workings of the Executive Board in preparation of fulfilling the duties of an office in the following year
	3. Print a District newsletter a minimum of two (2) times a year
	4. Perform other duties as requested by the President school
12. **The District Coordinator School shall: (3 year term)**
	1. Serve as an advisor to the Board
	2. Coordinate the selection of the District Advisor of the Year (Eddie G. Bull Award)
	3. Coordinate new officer retreat
	4. Notify the state office of all district meetings as soon as they are scheduled
	5. Not hold President or Treasurer office while Coordinator
	6. Perform other duties as requested by the President school

**Section 2:** The By-Laws may be amended/ratified in the same manner as the Constitution; that is by two-thirds of the member schools present and voting.

**Section 3:** Appeal Process (from the TASC District Organization Documentation)

The TASSP Board of Directors requires that, as a condition of sponsorship, any action at the district level may be appealed by a member of the district Board or a member school to a committee composed of principals of the district officer schools and the TASC Director. This action may be initiated by mailing a request in writing to the TASC Director.

**Section 4:** 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

Adopted by TASC District VII Board Action, August 2018

Adopted by TASC District VII, September 2018