

DISTRICT III CONSTITUTION

TEXAS ASSOCIATION OF STUDENT COUNCILS

(HIGH SCHOOLS)

REVISED FALL 2017

CONSTITUTION OF DISTRICT III

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Preamble

We, the member schools of District III, 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 III of the Texas Association of Student Councils for the High Schools, hereafter referred to as the "District".

The officers of the District shall make up the Executive Board of District III, hereafter referred to as the "Board".

ARTICLE II

Purpose

Section 1: The mission of TASC District III 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: Charter members of this organization are Bonham High School, Denison High School, Denton High School, Denton Laboratory School, Gainesville High School, Grand Prairie High School, Highland Park High School, Sherman High School, Sherman Junior High School (now a member of the middle level division of District III of the Texas Association of Student Councils), and McKinney High School.

These schools attended the organizational meeting for Student Councils in this district at Sherman High School on February 12, 1955.

Section 2: District III shall be composed of the following counties: Cooke, Grayson, Fannin, Kaufman, Hunt, Collin, Denton, Wise, Parker, Palo Pinto, Tarrant, Dallas, Rockwall, Ellis, Johnson, Hood, and Somervell. Schools in counties bordering on the aforesaid district may make written request to the District III Executive Committee for membership in District III, Texas Association of Student Councils.

Section 3: Membership shall consist of any high located in the designated area of District III, provided it pays its annual membership dues to the Texas Association of Student Councils.

Section 4: The privileges of membership shall include access to district events such as the fall and spring conferences, the district overnighter, and any additional events established by the Board.

Section 5: All district event shall follow TASC policies regarding illegal substances, weapons and safety, and dress code. Furthermore, no person, on the grounds of race, color, national origin, gender, religion, or disability shall be excluded from or denied the benefits of membership.

ARTICLE IV

Meetings

Section 1: General Meetings

1. The District shall convene at least twice during the year at a time set by the host school,

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. 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.

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 conference. 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.

ARTICLE V

Officers

Section 1: The Board of the District shall consist of elected and appointed positions as specified below.

1. Elected school positions shall consist of President, Vice President, Corresponding Secretary, Recording Secretary, and Parliamentarian. Schools, not individuals, shall be elected. Each school shall be represented by 1 advisor and 1 student. Each school shall choose the student representative who will perform the duties of the office.
2. Elected advisor positions shall consist of Past President Advisor, Executive Secretary, Assistant Executive Secretary, Treasurer, and District Coordinator.
3. Fall and Spring Conference Host schools are appointed from submitted applications by the current Board for the upcoming year.

Section 2: In order for a school to be eligible to run for office, the school must have been present for the fall and spring conferences immediately prior to elections. Schools may hold only one office at a time and one full year must elapse before it may run for office again. The District spring conference host school may not run for office while hosting.

Section 3: Elections for advisor positions shall be held during the spring conference every odd numbered year. Each member school may submit one vote per position.

Section 4: Elected schools shall serve a term of one (1) year. All elected advisor positions shall serve a term of two (2) years. The assistant executive secretary automatically becomes district executive secretary at the end of two years and a succeeding assistant executive secretary shall be

elected.

Section 5: Officer duties and expectations are as stated in the Bylaws.

Section 6: 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. (Need to include a notice to the principal statement regarding removal – not resignation...)

ARTICLE VI

Elections

Section 1: Elections shall be held during the spring conference. Elections for schools shall be held annually. Elections for advisor positions shall be held every odd numbered year. Elections shall be held as stated in the TASC District III Election Policy and Procedures. Each school filing for office with the District will be provided a copy of the campaign procedures of District III.

Section 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 conference (depending on time of year).

1. If the vacancy applies to an individual within a school elected position, the elected school is responsible for replacing the student or advisor.
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. If the vacancy applies to an elected advisor, the vacancy should be filled by the advisor that, based on election results, ran and was not elected. Should the position have not been contested, the Board shall determine the advisor to appoint to the position.
4. Appointments to fulfill vacated positions will be made by the Board.

ARTICLE VII

Committees

Section 1: Ad hoc 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: Bylaws of the District shall be established and amended by a two-thirds (2/3) vote of the member schools present and voting.

ARTICLE IX

Amendments and Revisions

Section 1: This constitution may be revised as deemed necessary by the Board or advisors of member schools.

Section 2: Written copies of all proposed changes shall be sent to all member schools by the corresponding secretary school at least thirty (30) days before the conference 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 opening session and be voted on at the last business meeting of the conference. Each member school shall have two (2) votes, one advisor and one student representative.

Section 4: An amendment may be proposed by any advisor of a member school of the District and ratified by two-thirds (2/3) vote of the member schools present and voting.

ARTICLE X

Ratification

Section 1: This constitution shall be presented by email or mail to the advisor and 1 student representative of each member school for ratification. Each school an electronic ballot from the District Coordinator. Two-thirds (2/3) of the votes submitted shall be required for ratification

ARTICLE XI

Constitutional Clarifications

Section 1: Questions concerning the interpretation of this document shall be decided by the Board.

DISTRICT III BY-LAWS

Section 1: Duties of the elected schools and advisor and the appointed positions of Past President Advisor, Fall Conference Host school, and Spring Conference Host school.

1. All elected and non-elected officers and any necessary committee chairs shall attend all meetings and the annual officer retreat.
2. In conjunction with his or her advisor, the President shall:
 - a. Preside at all business and Board meetings of the organization.
 - b. Appoint all committees.
 - c. Call all business and Board meetings.
 - d. Work with the host school in planning the business meeting at the district conference.
 - e. Call a Board meeting at least four (4) weeks prior to each district conference.
3. In conjunction with his or her advisor, the Vice President shall:
 - a. Execute the duties of the President in case of the President's absence.
 - b. Act as chairperson of the credentials committee.
 - c. Coordinate filing for office of candidate schools.
 - d. Notify member schools of vacancies.
 - e. Certify candidates.
 - f. Act as timer for campaign presentations.
 - g. Provide ballots for elections.
4. In conjunction with his or her advisor, the Corresponding Secretary shall:
 - a. Ensure that member schools have current information regarding district and state activities through various forms of correspondence as stated in the TASC District III Communications Policy.
 - b. Work closely with the Recording Secretary to promote the District using social media.
2. In conjunction with his or her advisor, the Recording Secretary shall:
 - a. Keep accurate minutes of all conference and Board meetings.
 - b. Send to the incoming recording secretary a completed record including a membership list and copy of all minutes. Should be an electronic repository for ALL officers.
 - c. Attend credential committee meetings to verify eligibility of candidate schools desiring to run for a district office.
 - d. Work closely with the Corresponding Secretary to promote the District using social media.
3. In conjunction with his or her advisor, the Parliamentarian shall:
 - a. Interpret parliamentary procedure according to Robert's Rule of Order.
 - b. Coordinate the scrapbook committee and District Top 10 Projects.
 - c. Coordinate the resolutions committee at the district conferences.

- d. Work with the Executive Secretary, Treasurer, and District Coordinator to plan and coordinate the district overnight retreat.
4. The Fall and Spring Host schools shall:
 - a. Work with the Board as needed in planning the conference program.
 - b. Host the conference as stated in the District III Hosting Procedures.
5. The Executive Secretary shall:
 - a. Call meetings of the district advisors on the day of each conference in coordination with the host school.
 - b. Preside over the advisors' meeting at each conference.
 - c. Conduct assistant executive secretary, district coordinator, and district treasurer elections.
 - d. File with TASC a copy of the Constitution of District III of TASC.
 - e. Coordinate additional advisor training.
 - f. Work with the Treasurer, District Coordinator and Parliamentarian to plan and coordinate the district overnight retreat.
6. The Assistant Executive Secretary shall:
 - a. Keep a history of the District by keeping a file which includes minutes, a list of schools attending conferences and events, and programs of district meetings.
 - b. Record and file minutes of all the district advisors' meetings.
 - c. Notify member schools concerning all scholarship applications and to coordinate the scholarship committee.
 - d. Serve on the credentials committee.
7. The Treasurer shall:
 - a. Receive yearly state rebate checks from state membership dues.
 - b. Disperse district funds as the necessity arises. Dispersal of funds shall be as stated in the TASC District III Financial Policy.
 - c. Keep accurate records of collection and disbursement to district funds.
 - d. Report on district finances at any district Board or business meeting.
 - e. Have checks for disbursement of funds in the treasury of District III TASC, signed by the Treasurer.
 - f. Give a printed report of funds to all member schools at least once each year at the spring conference.
 - g. Deposit all monies in a bank selected by the treasurer school, unless a change is deemed advisable by the Board.
 - h. Work with the Executive Secretary, District Coordinator and Parliamentarian to plan and coordinate the district overnight retreat.
8. The District Coordinator shall:
 - a. Serve as an advisor to the Board.
 - b. Coordinate the Advisor, Principal and President event.
 - c. Coordinate the selection of the District Advisor of the Year.
 - d. Coordinate the new officer retreat.
 - e. Work with the Treasurer, Executive Secretary and Parliamentarian to plan and coordinate the district overnight retreat.

9. The Past President Advisor shall:
 - a. Serve as advisor to the Board.
 - b. Obtain and present awards to outgoing officer schools, advisor Board members, Advisor of the Year, and retirees.
 - c. Coordinate district membership initiatives.

Section 2: Committees

1. There shall be an Auditing committee composed of one (1) advisor, two (2) students, and the district treasurer. This committee shall examine and verify the treasurer's yearly report.
2. There shall be a scholarship committee coordinated by the Assistant Executive Secretary and composed of five to seven (5 – 7) advisors from member schools. These advisors shall read and rank the scholarship applicants. An interview committee appointed by the Assistant Executive Secretary shall interview the final applicants for senior scholarships.
3. There shall be a Resolutions committee coordinated by the Parliamentarian school and composed of at least one (1) advisor, four (4) students, and the district coordinator. This committee shall write and announce, publicly, resolutions at each district conference to show appreciation to all involved in the conferences.
4. There shall be a Credentials committee chaired by the Vice President school and composed of the recording secretary school and the assistant district executive secretary. This committee will certify all candidates for district office at least weeks prior to the spring conference.

Section 3: Amendment of By-laws

By-laws may be amended in the same manner as that by which the constitution may be amended; that is by two-thirds (2/3) of the member schools present and voting.

Section 4: 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 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