**TASC Guidelines for District Constitutions**

**Preamble**

Begin your constitution with a preamble. The preamble should introduce the constitution in a few sentences. It should also state the reasons and purpose for which the organization is formed. It should connect the district to the state organization.

Example: We, the member schools of District \_\_\_\_, in order to \_\_\_\_\_\_\_\_\_, do organize ourselves to operate under the following constitution

**Article 1: Name**

Section 1: The name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_.

Section 2: The officers of <name of organization> shall make up the Executive Board of <name>, hereafter referred to as the Board.

**Article 2: Purpose**

Section 1: The purpose of this organization shall be\_\_\_\_\_\_\_\_\_\_\_\_\_.

Section 2: The Board shall <what is the purpose of the Board>.

**Article 3: Membership**

Section 1: Charter members of this organization….(if you know them)

Section 2: Membership shall consist of schools located in the designated Texas Association of Student Council (TASC) district, provided they pay annual membership dues to TASC. Schools outside the designated area may request their membership be included in District \_\_\_\_, provided they pay annual dues and notify the TASC state office of their request to change districts.

Section 3: The privileges of membership include access to district events such as \_\_\_\_\_\_.

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

Section 5: 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 4: Meetings and Procedures**

Section 1: Meetings will be held as stated in <bylaws/policies/procedures>. Additional meetings may be called at the discretion of the Board. A 25% presence of current member schools shall constitute a quorum to transact any business that requires voting. A simple majority of those voting shall constitute an affirmative vote. (Review your district’s attendance to determine what a reasonable quorum is.)

Section 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 requiring a vote. (The TASC Board of Directors allows a vote by the student officer and the advisor as well as elected advisors to the Board, appointed principals on the Board, and the Executive Director of TASSP. Those allowed votes may vary from district to district. Be sure to specify exactly who has a vote.)

**Article 5: Officers**

Section 1: States who your officers are by title including the students and advisors and if they have votes on the board. Also, indicate methods of nomination and election of these offices and eligibility to hold offices.

Section 2: States the duties of the officers. Ensure that your policies regarding finances, handling of district monies, etc. are stated and that they follow best practices outlined by the state association.

Section 3: States the length of term as well as term limits.

Section 4: You may want to state exactly who sits on your board including who is a member in an advisory position.

**Article 6: Elections**

Section 1: States when elections are held and how. “Board/officer elections will be held annually during the spring meeting.” Include specifics in your bylaws or procedures and policies with statement: “Elections shall follow procedures as stated in the bylaws/guidelines”. Include: “Each school filing for office with the district will be provided a copy of the campaign procedures of District \_\_\_”. If you elect the District Coordinator, explain that as well. Should state that schools, rather than individuals, shall be candidates. Be clear that candidates must be member schools.

Section 2: Removal from office. Use Article III. Section B, #7 from TASC constitution

“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 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). In the event of removal or resignation of an elected board member, the Board shall fill the position for the remainder of the term. In either of the mentioned occurrences, the vacancy would be filled by the person or school that ran and was not elected. Should the position have not been contested, the Board shall determine the advisor appointed to the position.”

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

If student, the school is responsible for replacing

If a school/adult, position offered to “runner-up” of the contested election. If there is none, the board may appoint the replacement.

If uncontested adult position, board appoints. District is responsible for stating appointment procedures.

**Article 7: Committees**

Section1: 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 8: Bylaws**

Section 1: Bylaws of the organization shall be established and amended by….

Section 2: Bylaws of the Board shall be established and amended by…

Bylaws should not contradict anything in the constitution. The typically include detailed provisions on such topics as membership, dues, duties of officers, the Board, committees, order of business, amendment procedures, and other specific policies and procedures necessary for the organization or its operation.

**Article 9: Amendments and Revisions**

State how and by whom can amendments be proposed; two-thirds (2/3) or majority of the votes submitted shall be required for amendment. You are free to choose between 2/3 of the votes and majority of votes. Potentially it could be very difficult to get 2/3 to agree, however majority vote could be too easily passable in some cases.

Ex: An amendment may be proposed by any advisor of a member school of TASC District \_\_\_\_ and approved by two-thirds (2/3) of the votes or majority submitted. You are free to choose between 2/3 of the votes and majority of votes. Potentially it could be very difficult to get 2/3 to agree, however majority vote could be too easily passable in some cases.

**Article 10: Ratification**

This constitution shall be presented by \_\_\_\_\_\_ to the advisor and one (1) student representative of each member school for ratification. Ballots will be sent by (mail/email) to voting members from the District Coordinator. Two-thirds (2/3) of the votes or majority of votes submitted shall be required for ratification. You are free to choose between 2/3 of the votes and majority of votes. Potentially it could be very difficult to get 2/3 to agree, however majority vote could be too easily passable in some cases.

**Article 11: Constitutional Clarifications**

*Roberts Rules of Order* shall be the standard parliamentary text of the Association and shall govern all cases not otherwise covered in the Constitution and By-Laws *Order*.

Each constitution should state when it was adopted and when it was amended.

Each district is required to submit its constitution to the TASC Director for approval.

Adopted by TASC Board Action February 2017