**CONSTITUTION OF THE DISTRICT IX TRANS-PECOS ASSOCIATION OF STUDENT COUNCILS OF THE TEXAS ASSOCIATION OF STUDENT COUNCILS**

***PREAMBLE***

We, the members of District IX of the Texas Association of Student Councils, in order to coordinate the activities of the Student Councils in this District; to establish an effective means of communication among these schools; to promote democratic principles as a definite means for governing our District; and to advance the Student Council movement within the district, do ordain and establish this constitution for District IX of the Texas Association of Student Councils.

***ARTICLE I: NAME***

The name of this organization shall be the District IX Trans-Pecos Association of the Student Councils of the Texas Association of Student Councils.

***ARTICLE II: MEMBERSHIP***

**Section 1**

A member school is a school that has:

A. Paid TASC dues for the current year

B. Paid the District IX Activity Fee for the current year.

Membership payments are to be made to the Texas Association of Student Councils and the Trans-Pecos Association of Student Councils District IX.

**Section 2**

Participation by non-member schools in District IX activities is limited to their attendance at the Fall Conference. Non-member schools may not vote in District elections, conduct any official District business, attend Spring Conference or any District IX socials, or be a candidate for a District IX office, until payment of District IX Activity Fee and TASC Dues have been made.

**Section 3**

District IX shall include schools in the State of Texas as established by the Texas Association of Student Councils.

***ARTICLE III: ELECTION OF OFFICERS***
**Section 1**

Candidates for office shall be designated by the names of schools, not by the names of individuals. The school elected to any particular District Office shall choose a qualified student from its Student Council to fill the office.

**Section 2**

Candidates for all District offices must be members of District IX and TASC, and BOTH the student officer representative and their advisor must attend a TASC summer leadership workshop.  Failure to attend said workshop the summer immediately following elections or a change in advisors, will result in removal of the District IX officer school.  Treasurer school must attend summer workshop between the first and second year of term.

**Section 3**

A school may be a candidate for only one elective District Office per school year. Once a letter of candidacy has been submitted you may withdraw but you may not change the office in which you initially submitted your letter of candidacy.

**Section 4**

To be a candidate for a District Office, a school must submit a Letter of Candidacy naming the student who will serve as the student officer representative, signed by the Principal, Advisor, and Student Council President, to the District IX Parliamentarian School no later than the District IX Winter Social. If the school advisor will not be returning the following year, that school will not be allowed to run for office. If the current advisor leaves at any time after being elected, that school will forfeit their officer position.

**Section 5**

Election of District Offices shall be held at the regular Spring Conference of the Association, by secret ballot, each member school present being allowed one vote per office. The school receiving a plurality of the votes for the office of which it is a candidate shall be the school elected to that office. The District IX Parliamentarian School shall appoint a Tabulation Committee, not to include any candidate schools. A designated advisor must be in attendance in order for the school to vote.

**Section 6**

Each candidate school receives seven (7) minutes total that should include nominations, acceptance, platform, and skit.

**Section 7**

In the event there is a tie vote in the election for any particular District Office, the president shall call a caucus for an appropriate length of time (five to ten minutes). During this caucus the tying candidate schools for that Office of which there is a tie vote shall have the opportunity to campaign, in an orderly manner, with the other delegates. No campaigning shall be conducted from the Speaker’s platform or over the Public Address System of the Conference during this caucus. At the end of the caucus, the President shall call for another secret ballot for the office of which there was a tie vote. This caucus and vote process shall be continued until a candidate school receives a plurality of votes for that particular office.

**Section 8**

In the event the Parliamentarian school has not received a Letter of Candidacy for any particular District Office by the District IX Valentine Social, the District IX Officers shall secure candidates for that particular office.

**Section 9**

If a District Office, other than the Office of President, becomes vacant during any school year, the District IX Officers may take action to fill that office for the unexpired term of the vacating member. A school holding a District elected office may not be considered by the District IX Officers to fill the unexpired term of a vacant District Office. Any student whose sponsor leaves their teaching position will remain on the board for the remainder of their term as an Officer-at-Large.

**Section 10**

The maximum campaign expense for any District Office for any school year is limited to $200.00.

**Section 11**

All offices shall be elected for a term of one school year, assuming the responsibilities and duties of office immediately following elections. The Treasurer School shall serve a two year term.

**Section 12**

No school may be elected to the same District Office for more than three consecutive school years. The Treasurer School may serve two consecutive terms (four years).

***ARTICLE IV: DUTIES OF OFFICERS***

**Section 1**

A. The duties of the President of the Association shall be:

1. To preside at the Conferences and at all business meetings of the Association.

2. To appoint committees.

3. To call special meetings of the Association with the approval of the District IX Officers.

4. To make arrangements for and preside as Chairman at the District IX meetings.

5. To furnish an official list of members of the Association upon request.

6. To assist the host schools in making arrangements for District Conferences.

7. To attend TASC Presidents’ Retreat.

8. To perform any other duties at the discretion of the District IX Officers.

9. To carry the District IX Flag at the TASC State Convention. In the event that the student representative cannot or does not attend the State Convention, another District IX officer will be appointed to carry the flag (Vice-president, Secretary, Treasurer, Parliamentarian).

10. To attend all District IX activities.

B. The duties of the Vice-President of the Association shall be:

1. To execute the duties of the Office of President in case of the President’s absence at Association meetings.

2. To assume the Office of President if that Office becomes vacant.

3. To attend District IX activities.

4. To correspond with member schools on Association matters as directed by the District IX Officers.

5. To assist the host schools in making arrangements for District conferences.

6. To perform any other duties at the discretion of the District IX Officers.

C. The duties of the Secretary of the Association shall be:

1. To keep a file of all correspondence received and sent out.

2. To provide the President-elect with copies of all minutes, newsletters, agendas, and Treasurer’s reports for the preceding year.

3. To furnish copies of the minutes of Conferences and other official meetings of the Association to the District IX Officers.

4. To provide the successor of this office with all records of the official business of the Association.

 5. To provide written correspondence, invitations, and thank you’s when appropriate.

6. To read and provide minutes from previous meetings/ convention.

7. To assist the host schools in making arrangements for District Conferences.

8. To perform any other duties at the discretion of the District IX Officers.

9. To attend District IX activities.

10. Serve as Public Relations Chairperson.

D. The duties of the Treasurer of the Association shall be:

1. To serve a two-year term.

2. To collect membership dues from District IX schools.

3. To deposit membership dues and any other monies collected from member schools of the Association in a banking account or accounts that are approved by the District IX Officers.

4. To maintain proper records of dues and other Association monies collected.

5. To give a financial report to the Association membership at the fall and Spring Conferences.

6. To furnish the Secretary and President with an official list of District IX schools that have paid membership dues.

7. To require itemized statements of expenses, approved by the District IX Officers, before reimbursements are made.

8. To sign all checks for Association expenditures.

9. To have the approval of the District IX Officers for any and all expenditures from the Treasury.

10. To make the necessary arrangements for the transfer of the banking account and/or accounts, and turn the treasurer and all financial records over to the successor of this office.

11. To attend District IX activities.

12. To present Treasurer’s Reports from previous meetings and conferences.

13. To assist the host schools in making arrangements for District Conferences.

14. To perform any other duties at the discretion of the District IX Officers.

E. The duties of the Parliamentarian of the Association shall be:

1. To require that the Association membership abide by parliamentary procedure and the Constitution of the Association at all District Conferences and meetings.

2. To provide and certify ballots for schools running for office.

3. To provide judges for the scrapbook judging.

4. Shall send a copy of any proposed amendment to all member schools of the Association no later than thirty (30) Calendar days prior to the specific Conference at which the amendment will be voted upon.

5. To receive letters of candidacy to run for District IX office.

6. To check roll at each Conference of the Association using an official list of all member schools that is furnished by the Treasurer.

7. To process proposed amendments as outlined in Article IX.

8. To appoint nametag judges at Fall and Spring Conference.

9. To attend District IX activities.

10. To assist the host schools in making arrangements for District Conferences.

11. To perform any other duties at the discretion of the District IX Officers.

***ARTICLE V: ADVISORS / DISTRICT IX TASC COORDINATOR***

**Section 1**

The faculty member of any District IX school, approved by the Principal of that school to be the student council advisor, shall have full privileges of this Association as stated in this Constitution.

**Section 2**

The Student Council Advisors in attendance at each conference of the Association shall hold at least one business meeting during that conference or prior to the conference.

**Section 3**

The District IX TASC Coordinator shall preside over the district advisor meetings. In the absence of the District IX TASC Coordinator, the District IX President school advisor shall act as Chairman.

**Section 4**

The District IX TASC Coordinator must:

A. Preside at the advisor’s business meetings.

B. Vote in case of a tie ballot at the advisor’s business meetings.

C. Attend the TASC Presidents’ Summer Retreat.

D. Appoint a committee of non-officer advisors to audit the financial records after a new treasurer is elected.

E. Work cooperatively with the District IX officer schools.

F. Provide a regular report of the TASC member schools to District IX officer schools.

G. Communicate all TASC information to District IX schools.

**Section 5**

To be a candidate for the District IX TASC Coordinator, the candidate’s school must be a current member of both TASC and District IX. The candidate must submit a resume within 5 days following the Spring Conference to be shared with other member schools for voting purposes. An online voting process will be held after the conference by the District IX Parliamentarian School. The results will be announced at the April or May Advisor’s Meeting. In the event no resumes are submitted, the newly elected District IX officers will recruit for this position.

**Section 6**

At no time shall the District IX President school advisor also serve as the District IX TASC Coordinator.

***ARTICLE VI: ASSOCIATION CONFERENCE & SOCIALS***

**Section 1**

A. The Association shall hold two regular Conferences during the school year.

One shall be in the fall and one in the spring. One advisor and one student from each officer school in attendance will have their conference registration fee waived.

B. The Fall Conference shall be held for the primary purposes of conducting discussion groups and leadership training in connection with District IX activities.

C. The Spring Conference shall be held for the primary purpose of electing District IX officers.

D. Other necessary District business shall be conducted at each regular conference.

**Section 2**

A. The Fall Conference should be prior to December 1st of each school year.

B. The Spring Conference shall be held no later than 21 calendar days prior to the Texas Association of Student Councils State Convention.

C. The specific date for each conference shall be decided by the District IX Officers for that Conference.

D. It shall be the responsibility of the District IX Officers to plan each Conference.

**Section 3**

A. The candidate host school must submit a letter of intent signed by the Principal, Student Council President and Advisor to the Parliamentarian Officer School. Deadline date for Fall Convention is May 1. Deadline date for Spring Conference is the Winter Social.

B. In the event that more than one school submits a letter of intent, an electronic ballot will be sent to each member school. Each school will receive one vote.

C. If no school is elected as host school, the District IX Officers will make arrangements for securing the host school for the next conference.

**Section 4**
The host school(s) for any District IX Conference or Social, may request a maximum of $250 for reimbursement of expenses.  The original receipt(s) must be provided, and approval must be given by the District IX Officers.

**Section 5** The Student Council advisor, or another duly authorized adult representative of each school sending student council delegates to an Association Conference, is to be in attendance with the school’s student delegation. That same advisor must also be present for any vote.

**Section 6**

A name tag contest will be held at each conference. The winner of the Fall Conference will receive a $5.00 discount on registration at the Spring Conference, for the number of students that were in attendance at the Fall Conference. The winner of the Spring Conference will receive a $5.00 discount on the registration at the Fall Conference, for the number of students that were in attendance at the Spring Conference.

**Section 7**
Dates of events, community service projects, and speakers will be the decision of the District IX officers.

***ARTICLE VII: PAYMENT OF ASSOCIATION EXPENSES***

The necessary expenses of conducting District IX business, other than the hosting of regular District conferences, shall be paid by the District Treasurer provided:

A. There are adequate funds in the District Treasury.

B. An itemized statement of expenses is submitted to the Treasurer.

C. The District IX Officers approve all such payments.

***ARTICLE VIII: AMENDMENTS***

**Section 1**

Any proposed amendments to this Constitution must be submitted in writing to the Parliamentarian of the Association no later than forty five (45) calendar days prior to a regular Association Conference, in order for that amendment to be voted on at that conference.

**Section 2**

Any proposed amendment received by the Parliamentarian within the time limit prior to a regular Association Conference will be presented to all member schools a minimum of thirty (30) calendar days prior to the conference. Voting will take place at the conference. Advisors of member schools must be present to vote.

**Section 3**

The voting shall be by simple majority (one vote per school).

**Section 4**

Approved Amendments shall become effective immediately

***ARTICLE IX: DISTRICT IX ADVISOR OF THE YEAR SELECTION***

**Section 1**

To be a candidate for the District IX Advisor of the Year, the candidate’s school must be a current member of both TASC and District IX. Nominations must be submitted in writing seven days prior to the Fall Conference. Those nominees may accept or decline the position. Nominees will be placed on a ballot that will be sent electronically to member schools. For those not in attendance at the fall conference, votes must be emailed to the parliamentarian school by midnight the evening before the conference; all those attending the fall conference will vote at the advisor’s meeting at the conference. The advisor of the year winner will be announced at the Fall Conference. In the event that no nominations are submitted and/or accepted, the District IX officers will recruit for this position.

**Section 2**
The District IX Advisor of the Year will be recognized at the District IX Fall Banquet. This person will also be the nominee for the Eddie G. Bull award.

**Section 3**
The District Advisor shall be responsible for the District IX scholarship process. However, the District IX Officers are responsible for making any changes to the existing application.

***ARTICLE X: LEADERSHIP TRAINING***

**Section 1**

The President school, student and advisor, and the District IX TASC Coordinator will be reimbursed for attendance at the TASC Leadership Retreat (airfare or mileage, car rental, & meals not paid for by TASC).  The original TASC receipts must be provided for reimbursement.

**Section 2**

As stated in Article 3, Section 2, all newly elected District IX Officers and their Advisor for the upcoming school year, must attend a TASC Summer Leadership Workshop the summer immediately following elections. District IX will reimburse the school the cost of registration for both the student and the advisor.  The original receipts must be provided for reimbursement. If the elected school representative and advisor do not attend, they will be removed from their elected position.

***Article XI: SCHOLARSHIPS***

**Section 1**

Applicants must be graduating seniors for that school year.

**Section 2**

Funds must be used the fall semester immediately following the award.

**Section 3**

District IX must receive a verification of enrollment from an institution of higher learning by October 1.

**Section 4**

Funds will be paid directly to the institution of higher learning.

**Section 5**

A maximum of five scholarships will be awarded each year.

**Section 6**

A maximum of $750.00 per scholarship will be awarded.

**Section 7** There is no limit to the amount of student applicants from each school.

**Section 8**

Any District IX Student Council member that receives a TASC Scholarship at the State Convention will receive the matching amount from District IX. Distribution and guidelines to receive the matching scholarship are the same as those in Sections 1 through 4 above.