

*Ratified
2/4/95*

CONSTITUTION OF DISTRICT VI:
THE CENTRAL TEXAS ASSOCIATION OF STUDENT COUNCILS

PREAMBLE

We, the members of the Central Texas Association of Student Councils, in order to work closely with the Texas Association of Student Councils for the promotion of the Student Council movement, to promote better understanding of democratic processes, to encourage more student councils to participate in district and state activities, to increase the number of student councils within the district, to provide a better understanding and a closer affiliation among the schools represented in this Association, and to promote friendly rivalry do organize ourselves under the following Constitution:

ARTICLE I

Name

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

ARTICLE II

Membership

Section 1

Membership in this Association will consist of any accredited senior high, junior high, middle, or intermediate school located in District VI as designated by the Texas Association of Student Councils.

Section 2

Each member school will be assessed membership dues. These dues will be submitted to the state with the state dues, then rebated to the district. Only current members of the Association will be privileged to vote, nominate candidates, and hold office. Dues are requested to be paid prior to the Fall Convention.

ARTICLE III Conventions

Section 1

The Association will meet twice each school year, once in the fall and once in the spring. The date for the Fall Convention will be set by the First Vice-President with the approval of the Executive Committee. The date for the Spring Convention will be set by the Second Vice-President with the approval of the Executive Committee.

Section 2

There will be a registration fee for each student and advisor for both the Fall and Spring Conventions to be determined by the Executive Committee. All member schools attending either the Fall or Spring Convention should send, in advance, fees covering the cost of each person attending. Deadline for payment of fees will be set by the host school for each convention. There will be no refunds for those who do not attend the convention.

Section 3

Meals provided by the host school will have an additional charge determined by the host school and the Executive Committee. Sack lunches may be brought by those who do not desire to pay for the meal furnished by the host school.

Section 4

A school may send as many student council representatives to a convention as it desires. District schools may also send as many guests from their school student body as they desire. All those who attend any meeting or convention of District VI must be accompanied by an adult sponsor.

Section 5

A plurality vote of member schools present at either convention will have complete legislative powers to transact all business of the Association. (Except when voting for officers; see Section 11.)

Section 6

Each member school will have two votes at all District VI Association conventions.

Section 7

Election of new officer schools will take place at the Spring Convention. Each school desiring to be elected to an executive office must submit the official declaration of candidacy form to the Parliamentarian School two weeks before the Spring Convention. (Form will be in Newsletter.) The candidate school is also to phone the sponsor of the Parliamentarian School at least a week prior to Spring Convention to confirm reception of application.

Section 8

Each school will take care of its own publicity in announcing for office. The Second Vice-President School will state the rules for use of campaign materials. (Rules will be given in Newsletter.)

Section 9

Any school seeking an executive office will be nominated at the Spring Convention. It will be the individual school's responsibility to ask a member school to nominate and another member school to second the nomination.

Section 10

There will be a nominating speech, a speech seconding the nomination, and an acceptance speech by the nominated school. A skit may be performed. A six minute time limit will be placed on the entire process.

Section 11

Voting will be by secret ballot. Each member school will have two votes. The Parliamentarian School will tally votes and announce the winner. A majority vote is required for election. In the event of a tie on the first balloting, a run-off will be held. In the event of a tie on the second balloting, the winner will be decided by a coin toss.

Section 12

All agenda items for either convention must be approved prior to presentation by the Executive committee.

Section 13

Each of the above sections is subject to review and change by the Executive Committee.

ARTICLE IV Officer Schools

Section 1

The officers of the Central Texas Association of Student Councils will be a President School, a First Vice-President School, a Second Vice-President School, a Secretary School, a Parliamentarian School, and a Treasurer School with the following duties and responsibilities.

President: The duties of the President School are:

1. To be well informed on all Articles and Sections of the Constitution and to be a member of the Central Texas Association of Student Councils.
2. To serve a term of one year.
3. To serve and to attend the Fall and Spring Conventions.
4. To serve and to attend all Executive Committee meetings.
5. To preside at all conventions and business meetings of the Association.
6. To notify all officer schools and sponsors of all conventions and business meetings of the Association.
7. To call to order and to preside ^{over} or supervise students conducting the Executive Committee meetings or other special meetings of the Association.
8. To call to order and to preside over advisors' meetings at the Fall and Spring Conventions.
9. To work closely with the Treasurer School in the area of membership.
10. To be responsible for communication with the Texas Association of Student Councils.
11. To keep other member schools informed of any changes in state projects made by the Texas Association of Student Councils.

12. To work closely with the First Vice-President School and Second Vice-President School in planning the Fall and Spring Conventions.
13. To furnish official lists as provided by the Texas Association of Student Councils of District VI schools to all officer schools and to other member schools upon request.
14. To publish a District Newsletter as needed.
15. To serve as an official member of all committees.
16. To submit an itemized account of all authorized expenses to the Treasurer School.
17. To chair the Executive Committee in evaluation of District VI forms and to see that these are sent to the Texas Association of Student Councils on time

First Vice-President: The duties of the First Vice-President School are:

1. To be well informed on all Articles and Sections of the Constitution and to be a member of the Central Texas Association of Student Councils.
2. To serve a term of one year.
3. To serve and to attend all Executive Committee meetings or other special meetings of the Association.
4. To host the Fall Convention and to serve and attend the Spring Convention.
5. To work closely with the President School and other Executive Committee members in planning and hosting the Fall Convention.
6. To preside in the absence of the President School.
7. To submit an itemized account of all expenses for the Fall Convention to the Treasurer School.

Second Vice-President: The duties of the Second Vice-President School are:

1. To be well informed on all Articles and Sections of the Constitution and to be a member of the Central Texas Association of Student Councils.
2. To serve a term of one year.
3. To serve and to attend all Executive Committee meetings or other special meetings of the Association.
4. To serve and attend the Fall Convention and to host the Spring Convention.
5. To work closely with the President School, the Parliamentarian School, and other Executive Committee members in planning and hosting the Spring Convention.
6. To furnish rules for use of campaign materials.
7. To oversee scrapbook competition using judges provided by schools entering scrapbooks.
8. To provide certificates, ribbons, or plaques as needed for district competitions.
9. To preside in the absence of the President School and the First Vice-President School.
10. To mail a District Directory to member schools when sending information about the Spring Convention.

11. To submit an itemized account of all expenses for the Spring Convention to the Treasurer School.

Secretary: The duties of the Secretary School are:

1. To be well informed on all Articles and Sections of the Constitution and to be a member of the Central Texas Association of Student Councils.
2. To serve a term of one year.
3. To serve and to attend all Executive Committee meetings or other special meetings of the Association.
4. To serve and to attend the Fall and Spring Conventions.
5. To keep accurate minutes of all Executive Committee, advisor, or other meetings of District VI.
6. To furnish, upon request, a copy of the minutes of each meeting.
7. To roll call at each convention from official listing of registered schools.
8. To submit an itemized account of all expenses authorized by the Executive Committee to the Treasurer School.

Parliamentarian: The duties of the Parliamentarian School are:

1. To be well informed on all Articles and Sections of the Constitution and to be a member of the Central Texas Association of Student Councils.
2. To serve a term of one year.
3. To serve and to attend all Executive Committee meetings or other special meetings of the Association.
4. To serve and to attend the Fall and Spring Conventions.
5. To work closely with the Second Vice-President School in conducting officer school elections.
6. To tally scrapbook and any other district competitions at Spring Convention.
7. To serve as time keeper during the nominating process.
8. To provide ballots and tally votes of elections at Spring Convention.
9. To act as final authority on questions of parliamentary procedure according to Robert's Rules of Order and the District VI Constitution.
10. To submit an itemized account of all expenses authorized by the Executive Committee to the Treasurer School.

Treasurer: The duties of the Treasurer School are:

1. To be well informed on all Articles and Sections of the Constitution and to be a member of the Central Texas Association of Student Councils.

2. To serve a term of three years.
3. To serve and to attend all Executive Committee meetings or other special meetings of the Association.
4. To serve and to attend the Fall and Spring Conventions.
5. To work closely with the other officer schools in the collection and disbursements of funds.
6. To keep accurate records of all collection and disbursements of funds.
7. To report on district finances at each convention and each Executive Committee meeting.
A written financial report must be submitted yearly at the Spring Convention to each member school.
8. To have Executive Committee audit financial records at its first meeting after the Spring Convention.
9. To deposit all moneys in a bank selected by the Treasurer School, unless a change is deemed advisable by the Executive Committee.
10. To pay all District VI debts by check.
11. To be bonded, if Executive Committee deems it necessary or advisable.

Section 2

If a school does not fulfill its duties by the Fall Convention, the Executive Committee may appoint a school to replace it.

ARTICLE V Executive Committee

Section 1

There will be an Executive Committee consisting of student representatives and an advisor from the President School, the First Vice-President School, the Second Vice-President School, the Secretary School, the Parliamentarian School, the Treasurer School, one District VI advisor, and the immediate past District VI President School. Student representatives will participate when appropriate.

Section 2

One district advisor, whose school is not an officer school, shall be elected for a term of one year.

Section 3

The advisor of the President School will call all Executive Committee meetings and advisor meetings to order, then supervise students conducting the Executive Committee meetings.

Section 4

Travel expenses and meal will be paid by District VI for members of the Executive Committee attending Executive Committee meetings.

Section 5

A meeting of the Executive Committee may be called at any time the chairman deems it necessary.

Section 6

The executive powers of the Association will be vested in the Executive Committee. The Executive Committee is to act as the final board of arbitration on all disputed matters.

Section 7

If a vacancy occurs in any officer school, the Executive Committee will select the replacement school for the vacancy.

Section 8

The Executive Committee is the final authority on all District VI matters subject to the approval of the membership schools.

**ARTICLE VI
Elections**

Section 1

All elections will be held at the Spring Convention.

Section 2

Each year the Central Texas Association of Student Councils will elect a President School, a First Vice-President School, a Second Vice-President School, a Secretary School, a Parliamentarian School, and a one year advisor. Every three years the Association will elect a Treasurer School.

Section 3

Each school desiring to be elected to an executive office must submit the official declaration of candidacy form to the Parliamentarian School two weeks before the Spring Convention. (Form will be in Newsletter.) The candidate school is also to phone the sponsor of the Parliamentarian School at least a week prior to Spring Convention to confirm reception of application.

Section 4

Voting will be by secret ballot. Each member school will have two votes. The Parliamentarian School will tally votes and announce the winner. A majority vote is required for election. In the event of a tie on the first balloting, a run-off will be held. In the event of a tie on the second balloting, the winner will be decided by a coin toss.

Section 5

A school will be eligible to hold the same office for two consecutive terms with the exception of Treasurer. No school may hold the same office for more than two consecutive terms. A school may not hold more than one office at a time.

Section 6

Should no school file for an office, it will be up to the Executive Committee to decide what to do.

ARTICLE VII CTASC Funds

Section 1

It is the policy of CTASC to encourage local Student Councils to conduct fund raising to benefit local catastrophes.

Section 2

CTASC funds are to be spent for scholarships and district administrative expenses.

ARTICLE VIII
Amendment Process

Section 1

The Constitution of CTASC may be amended by a plurality vote of the member schools present at a convention.

Section 2

An amendment may be proposed by any member school of the Central Texas Association of Student Councils. Any amendment must be submitted in writing to the member schools one month prior to the convention in which it is to be voted on.

Section 3

An amendment may be proposed by any member school of the Central Texas Association of Student Councils at the convention it is to be voted on if it is deemed to be an emergency by a plurality vote of the schools present.

Section 4

Any question that may arise which cannot be answered by the District VI Constitution will be decided by a plurality vote of the schools present at the time of the conflict.

Section 5

Each of the above Articles and Sections is subject to review and change by the Executive Committee.

ARTICLE IX
Appeals Process

Any action at the district level may be appealed by a member school to a committee composed of the principals of the district officer schools and the State Executive Director. This action may be initiated by mailing a request in writing to the TASC Executive Director.

ARTICLE X
Ratification

Upon ratification of this revised District VI Constitution by a plurality vote of the member schools present at the Spring Convention on February 4, 1995, this Constitution of the Central Texas Association of Student Councils will become effective.

District VI Policies Not in Constitution

1. Sponsors and students should remain at the location of the Fall and Spring Conventions for the duration of the convention. They should buy the lunch provided or bring sack lunches. Sponsors are expected to attend the general sessions and sit with their students, attend the sponsors' meeting, and may attend workshop sessions presented. Students are expected to attend all scheduled activities and to adhere to rules and regulations of their home and host schools.
2. Fall and Spring Convention host schools are to use the district theme chosen by the Executive Committee at the beginning of the school year.
3. Schools hosting conventions are to give the Secretary and Parliamentary Schools alphabetized lists of schools that are in attendance at the convention. The Secretary School will use the list to call roll and the Parliamentarian School is to validate paid members of District VI.
4. The Host school does not have to pay registration fees.
5. The schedule at the Fall Convention should include time to repeat workshop sessions. (Suggestion: start 30 minutes earlier)
6. Letters sent by schools hosting Fall and Spring Conventions should inform schools that sponsors are to pay the registration too and there is no refund of registration fees. (Our Constitution specifies these things.)
7. Sponsors traveling to Executive Committee Meetings will be paid \$.25 a mile by the District.
8. Each officer school is to hand down a notebook of work accomplished that year so that the new officer school will have information about what happened in the past for that office.
9. When attending the Executive Committee Meeting in December, officer schools should not take students who have applied for a district scholarship. Take students who will be able to work with the sponsor to select winners.
10. The Advisor School is to be in charge of the District's videos. If desired, the District will pay the cost of mailing them to schools who request to use them. The school using them will be expected to pay for the cost of returning them to the Advisor School.
11. Scrapbooks will be given three different certificates: Superior, Excellent, and Participation. Only scrapbooks awarded Superior certificates will be eligible to be shown at State Conference. Old TASC state guidelines will be used to judge the scrapbooks.
12. District scholarship winners are expected to attend the Spring Convention. Sponsors of the winners are to be notified by the sponsor of the President School following the December Executive Committee Meeting. Winners are not to be told until announced at the Spring Convention. The Treasurer School is to send the scholarship check to the recipient or his/her college after receiving a confirmation of registration from the college.
13. The President School is to take the District flag to State Conference and provide a student to present it during the opening session. The President-Elect School is to take the flag home and present it at district conventions.