

TASC DISTRICT 7 CONSTITUTION

Article I

Name and Purpose

Section 1. The name of this organization shall be District 7 of the Texas Association of Student Councils.

Section 2. The purpose of this organization shall be as follows:

- a. to bring together student leaders of schools within our district boundaries,
- b. to organize programs for exchange of ideas and information among the member schools,
- c. to develop a system which best exemplifies the democratic process.

Article II

Membership and Fees

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 7.

Section 2. Membership fee, per member school, shall be paid to the State office of TASC.

Section 3. New members to District 7 will be accepted throughout the year; however, voting privileges will not be granted until thirty (30) days after the fee has been paid.

Article III

Officers

Section 1. Officer schools of the organization shall be those elected by the official student delegates attending the District 7 Spring Semester Convention:

- a. President (automatically assumes position after serving previous year as President-Elect)
- b. President-Elect
- c. Vice President
- d. Vice President of Student Activities
- e. Secretary
- f. Treasurer
- g. Parliamentarian

Section 2. A District Advisor and District Financial Officer shall be elected by the District 7 sponsors each even numbered year and odd numbered year, respectively. The office shall be subject to review annually at the District 7 Spring Semester Convention. In the event a vacancy arises, an interim appointment shall be made by the District 7 executive board.

Section 3. There shall be a host school for each convention upon a voluntary basis, with the District 7 sponsors having final approval.

Section 4. There shall be an Advisory-Auditing Committee consisting of the following:

- a. the District Advisor
- b. the District Financial Officer
- c. the sponsors and students representing the previous year's officer schools. If the school is elected to another office following a year as an officer school, they will not serve on the Advisory-Auditing Committee in a separate capacity.

- Section 5. There shall be an Executive Committee consisting of the following:
- a. Student Representatives (maximum 4) for the seven officer schools, with the student of the President School acting as chairperson of the Executive Committee meetings,
 - b. Sponsors of the seven officer schools,
 - c. The members of the Advisory-Auditing Committee.
 - d. Each school has two (2) votes; one from the student representative and one from the sponsor.

Section 6. The Executive Committee shall meet at least four times a year with dates set by the current executive board. The Executive Committee shall approve registration fees and plans for all District conventions. The final Executive Committee meeting shall be for the installation of new officers and transfer of records.

- Section 7. All decisions made by the Executive Committee shall be approved by a simple majority vote of those present.
- a. All district – related expenses must be approved by the Executive Committee before payment.
 - b. Each member school of the Executive Committee casts two votes. Both the student representative and the sponsor or school delegate must be present in order for their school to be eligible to cast its votes.

Article IV

Elections

Section 1. Qualifications for Candidate Schools

- a. Schools rather than individuals shall be candidates. Each officer school shall choose the student to fill the office.
- b. A candidate school shall have been a member of the state association the year preceding its nomination and shall be a current member of the district association.
- c. A school may hold only one office at a time and may succeed itself in that office.
- d. A candidate school must file a letter in which its Principal states his/her permission and approval of its candidacy. This letter and a video of its skit shall be submitted to the Parliamentarian school three (3) weeks prior to the day of the election.
- e. By the deadline if no school has filed for an office, the position will be appointed by the executive board.

Section 2. Campaign Procedure

- a. Each candidate school shall be allotted six (6) minutes for its presentation during which time nominating, seconding, and acceptance speeches must be made. Nominating and seconding speeches will be given by a District 7 school upon request by the candidate school.
- b. maximum campaign expenses for each candidate school shall be limited to one hundred dollars (\$100). Any material used in the campaign, whether on hand (markers, poster board, paper) or borrowed, must be charged against the one hundred dollar maximum. Labor and materials donated must also be included in this amount. This includes banners, posters, stamps, phone calls, etc. Costumes and uniforms owned by the high school are exempt. Upon arrival at the Spring Semester Convention, Official District 7 Expense Vouchers for campaign expenses and all campaign materials shall be submitted to the Advisory-Auditing Committee at a time and place to be set by the District President. Any material not presented to the Advisory –Auditing Committee

that is used in the campaign presentation will result in the automatic disqualification of that candidate school.

- c. In their campaign, candidate schools shall not be allowed to use gum, candy, balloon handouts or any other stipulation per host school.
- d. A representative from each candidate school must secure a verification of election procedure from the Executive Board before campaigning.

Section 3. Election Procedures

- a. Election of officer schools shall be held during the political rally at the Spring Semester Convention.
- b. Voting shall begin immediately after the campaign presentations by secret ballot, with each member school present with voting privileges allotted three (3) votes. Both the student representative and the sponsor or a school designated sponsor must be present in order for the school to be eligible to cast its three (3) votes. Any inquiry about campaign procedures or presentations must be submitted to the District Advisor and District President in writing and signed by the sponsor or school designated sponsor and student representative prior to voting.
- c. Election of officer schools shall be a simple majority vote of the schools in attendance at the Spring Semester Convention. In the event that a candidate school does not receive a simple majority of the votes cast, a run-off shall be held between the two schools receiving the most votes.
- d. All newly elected or appointed officer schools shall assume their responsibilities at the final Executive Committee meeting following the Spring Semester Convention.
- e. All newly elected or appointed officer schools **MUST** attend officer training in order to maintain the office.
- f. All officer schools **MUST** attend all executive meetings unless prior notice has been given to the president school. If an officer school misses two of the four meetings, the school loses the office and a replacement decision will be made by the Executive Board.

Article V

Meetings and Quorum

- Section 1. There shall be two regular meetings of the organization: one in Fall, and one in the Spring of each school year.
- Section 2. The quorum for carrying on business shall consist of the members present.
- Section 3. Special meetings may be called by the Executive Board or the President school when necessary.
- Section 4. No meeting, special or regular, may be held without the approval of the Executive Board.
- Section 5. Notice of the regular meetings shall be sent to member schools and to other interested schools at least two weeks in advance of the meeting.
- Section 6. The dress code for District Seven conventions is as follows:
“The person shall be clean and neatly groomed, and such grooming cannot be constructed as exhibitionism.” In general, student leaders should be very aware of the impact of personal appearance, and their grooming should be above average. Official dress will be jeans/pants/past-the-knee skirts and school Student Council shirt. No head gear is permitted.

Article VI

Voting

- Section 1. Voting on all business procedures will be by roll call vote with each school present having only one vote. Both the student representative and the sponsor or a school designated sponsor must be present in order for the school to be eligible to cast its vote.
- Section 2. Elections shall be carried out as set forth in Article IV, Section 3(b), of this constitution.
- Section 3. Amendments shall be carried out as set forth in article IX, Section 3, of this constitution.
- Section 4. Adoption of a set of by-laws will be carried out as set forth in Section 10 of the by-laws.

Article VII

Sponsors

- Section 1. The association shall also include an organization of the sponsors from the member schools.
- Section 2. The sponsors of the member schools represented at the conventions shall hold a meeting during that convention.
- Section 3. The chairperson of this group shall be the President school sponsor, and the Secretary school sponsor shall serve as secretary of the meeting.

Article VIII

Parliamentary Procedure

- Section 1. Robert's Rules of Order (Newly Revised) shall be the parliamentary authority of this organization on all points not covered by the constitution and/or by-laws.

Article IX

Amendments

- Section 1. A member school shall have the right to propose amendments to this constitution by sending to the President school and to the District Advisor written copies of such proposed amendments one month in advance of a regular meeting.
- Section 2. The Host school for each convention shall include in the pre-convention publicity a statement concerning the nature and purpose of all proposed amendments.
- Section 3. This constitution may be amended by two-thirds (2/3) roll call vote with each member school present having one vote. Both the student representative and the sponsor or a school designated sponsor must be present in order for their school to be eligible to cast its vote.
- Section 4. When ratified, the amendment shall become effective immediately.

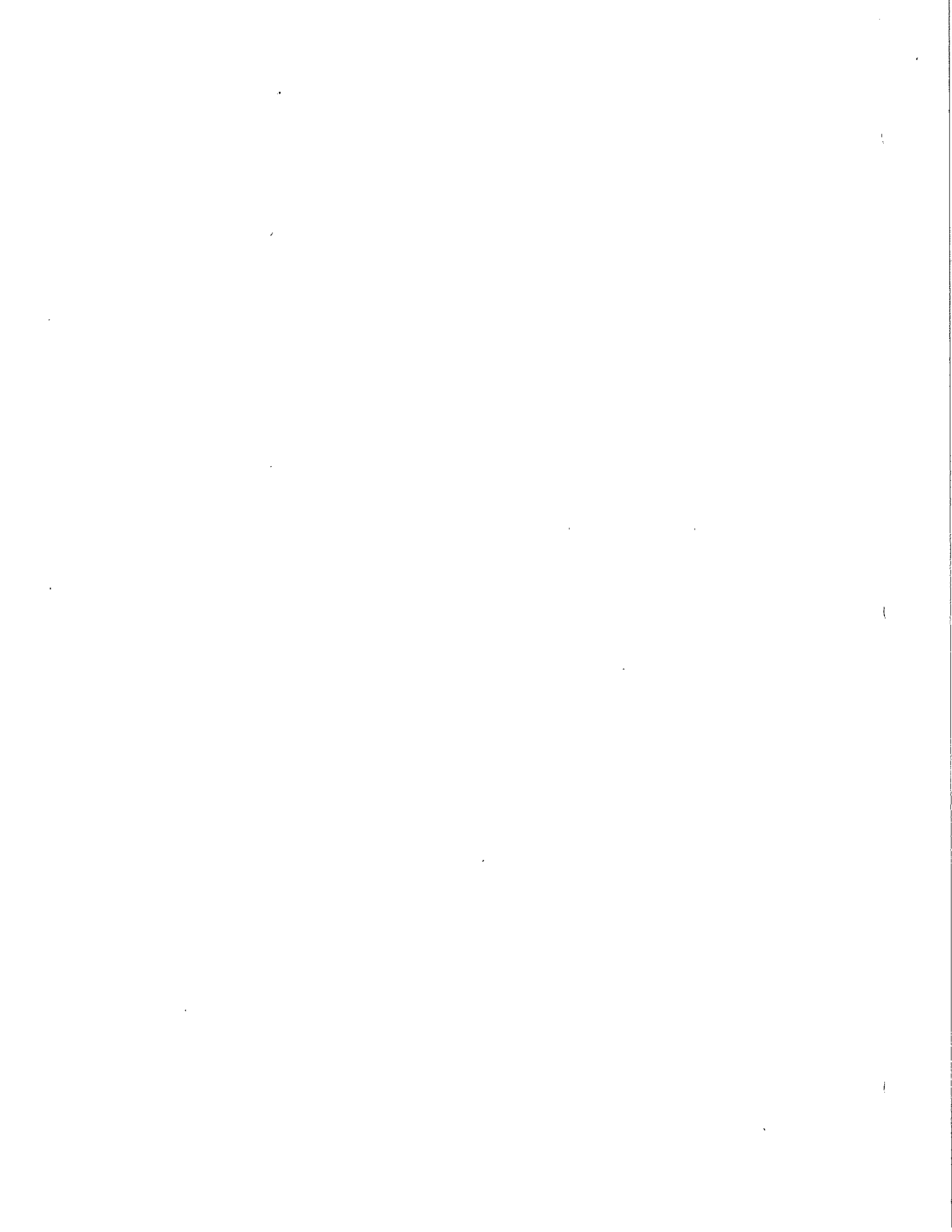
Article X

Ratification

- Section 1. This constitution shall be ratified by a two-thirds (2/3) vote of the member schools attending the regular convention at which it is proposed.
- Section 2. When ratified, this constitution shall become effective immediately, superseding previous constitutions.

Amendments

1. The submission deadline/date for all state report forms, Top District Project entries, scholarship applications, and/or letters for filing for office will be determined by the Executive Board. All of the aforementioned should be postmarked by the chosen date and mailed directly to the school serving as Parliamentarian that year. (April, 2000).



By-Laws

TASC DISTRICT 7

Section 1. The President school shall:

- a. preside over the general session of the entire membership
- b. keep in close contact with the District Advisor and Executive Board relative to business matters which come to his/her attention
- c. give notice of all meetings: place, date, time of registration and registration fee, if any
- d. print a District newsletter a minimum of four (4) times a year
- e. provide an agenda for all meetings
- f. provide ballots for election of officers at the Spring Semester Convention
- g. distribute membership roster in the fall newsletter
- h. provide Certificates of Appreciation to host schools for District Workshops and Conventions, to Faculty Sponsors, Officer Schools, and District Advisor to be presented at the Spring Semester Convention.
- i. Perform other duties as requested by the Executive Board

Section 2. The President-Elect School shall:

- a. observe workings of the Executive Board in preparation of fulfilling the duties of President the following year
- b. automatically become President the following year
- c. plan and host the Spring Semester Convention
- d. perform other duties as requested by the President school

- Section 3. The Vice-President School shall:
- a. assume the duties of President school if the President school cannot serve
 - b. be responsible for appointing the Standing Committees of Tabulation and Resolution and any special committees as deemed fit by the Executive Board
 - c. provide awards for qualified state reports on the district level, a plaque for Outstanding District Project, and any other awards set by the Executive Board to be presented at the Spring Semester Convention.
 - d. serve as officer in charge of the political rally for the election of officers at the Spring Semester Convention
 - e. perform duties as requested by the President school

- Section 4. The Vice President of Student Activities shall:
- a. plan and lead songs/games as necessary for all district meetings
 - b. plan for talent presentations by member schools at district conventions if appropriate
 - c. perform other duties as requested by the President school

- Section 5. The Secretary School shall:
- a. take minutes at all meetings and read the minutes of the last meeting of the membership at the business meeting of the District Convention
 - b. keep complete membership roster
 - c. keep records of all activities for all general sessions (presenters/ consultants)
 - d. keep records of topics from group discussions/presentations
 - e. keep a file of programs from each convention
 - f. perform other duties as requested by the President school

- Section 6. The Treasurer School shall:
- a. maintain a depository for the district under the guidance of the District Advisor and the District Financial Officer
 - b. keep an accurate record of all financial transactions of the district
 - c. present a financial statement to the membership at the business meeting of each convention
 - d. present a financial statement to the Executive Board at each meeting
 - e. maintain a file for the financial records of the District Conventions
 - f. perform other duties as requested by the President school

- Section 7. The Parliamentarian School shall:
- a. act as advisor to the officers and representatives in matters pertaining to parliamentary procedure and to adhere to the provisions of the constitutions
 - b. serve as Projects Chairperson and arrange for the judging of district projects
 - c. submit names of award winners to officer in charge of awards
 - d. serve as chairperson of the Tabulations Committee by passing out, collecting, and tallying the ballots of the officer election at the Spring Semester Convention
 - e. serve as timekeeper at the political rally
 - f. perform other duties as requested by the President school

- Section 8. The Host School shall:
- a. serve as host for the given convention by:
 1. providing a place for the general assembly that will accommodate the entire membership and all its delegates
 2. providing places for individual group discussions
 3. providing lunch for the delegates at a fee set by the Host School and approved by the Executive Board
 - (a) after all expenses of the convention have been paid, any remaining money is to be turned over to the District 7 Treasurer for deposit in the District 7 account

- (b) each member school shall be responsible for payment of registration fees, including meals, for the number of persons registered, whether or not they attend; in the event a member school fails to provide this payment, such payment shall be made from the District 7 treasury, and the member school assessed this amount
4. being responsible for the given convention to the following extent
- (a) planning the program of the meeting and printing a copy of the program for distribution prior to said meeting
 - (b) providing decorations if needed or desired.
 - (c) sending convention registration forms to member schools and including the following on said form: " According to District 7 rule, schools must pay for the number of people they register, whether they attend or not."
 - (d) notifying all member schools of any convention theme, if there is to be one used, no later the two weeks before said convention
 - (e) providing a place for the sponsors to meet during the time that group discussions are being held
 - (f) provide for registration of all delegates at the convention
 - (g) attend Executive Board meetings prior to and following the convention for which it was Host School. All plans and proposed expenses must be approved by the Executive Board at the meeting prior to the convention. The Executive Board will set the registration fee based on estimated expenses as submitted by the Host School. At the Executive Board meeting following the convention, the Host School will submit a financial report for the convention expenses and a check for the balance, if any.

(h) keep a file of all information pertinent to planning the convention to be passed on to the next Host School

5. The site of the District 7 Fall Semester Convention and the Spring Semester Convention shall be alternated between the northern and southern schools in the district. Interstate I-10 will be the dividing line between Northern and Southern schools in the district.
 - (a) The site for the Fall Semester Convention shall be open to any District 7 school
 - (b) The Spring Semester Convention site shall be determined by the President –elect school.
 - (c) Schools wishing to host the Fall Semester Convention shall do so on a voluntary basis. A letter from the principal of the school wishing to serve as host must be presented to the President school. The letter shall state the principals permission to host the convention.
 - (d) This action shall begin with the Fall Semester Convention in 2007.

Section 9. The Advisory-Auditing Committee shall:

- a. serve as advisors to the Executive Board
- b. serve as auditors for the District campaign vouchers, prior to the business meeting of the Spring Semester Convention
- c. serve as auditors for all District financial records at the final Executive Board meeting for the year

Section 10. The District Advisor shall:

- a. contact and advise the State Executive Secretary when problems develop in the district
- b. be present at all District 7 Executive Board meetings
- c. attend the State Convention
- d. recommend to the state office ways to improve state and district meetings
- e. notify the state office of all district meetings as soon as they are scheduled
- f. mail a copy of all actions of the District Executive Board to the state office.

- g. take any appropriate action to insure that Student Council objectives are followed at the district level.

Section 11. The District Financial Officer shall:

- a. be present at all District 7 Executive Board meetings
- b. work conjointly with sponsor of treasurer school
- c. recommend fiscally responsible use of District 7 money
- d. take all steps necessary for District 7 to meet its financial goals
- e. be responsible for a treasury report at Executive Board meetings

Section 12. On October 8, 1972, the Board of Directors of the Texas Association of Secondary School Principals passed the following policy:

“Since Student Council District activities vitally affect the State operation and since TASSP wishes to promote Student Council work in Texas, and since Student Council is a cooperative effort between students, sponsors, and administration; and to provide administrative review and due process at the District level, the TASSP Board of Directors require that, as a condition of sponsorship, any action at the District level may be appealed by a member of the Committee or member school to a committee composed of the principals of the officer schools and the State Executive Secretary. This action may be initiated by mailing a request in writing to the TASC Executive Secretary.

The TASC Executive Committee shall develop guidelines for the approval of District Constitutions. Each District shall submit its Constitution and amendments to the State Executive Secretary for approval as related to established guidelines. And that the above be added as a part of the By-Laws of each District Constitution.”

Section 13. The By-Laws may be amended in the same manner as the constitution.

Section 14. These By-Laws may be ratified in the same manner as the constitution.