

DISTRICT III CONSTITUTION

TEXAS ASSOCIATION OF STUDENT COUNCILS
(SENIOR HIGH SCHOOLS)

REVISED SPRING 2015

CONSTITUTION OF DISTRICT III

TEXAS ASSOCIATION OF STUDENT COUNCILS
(SENIOR HIGH SCHOOLS)

ARTICLE I

Name

The name of this organization shall be District III of the Texas Association of Student Councils for the Senior High Schools.

ARTICLE II

Objectives

1. To promote active, democratic participation in district, state, national, and any other authorized Student Council meetings.
2. To give opportunity for more high school students to enjoy the benefits derived from attending Student Council meetings.
3. To encourage and give assistance to the organization of new Student Councils in high schools.
4. To develop a closer bond of friendship and good will among the new high schools in the district.
5. To foster and support the principles of good sportsmanship.

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 junior high school 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

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

Section 3

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.

ARTICLE IV

Officers

Section 1

Schools, not individuals, shall be candidates for District III officers. Each elected officer school shall choose the student who will perform the duties of the office.

The school officers of this organization shall be a president, vice president, corresponding secretary, recording secretary, and a parliamentarian.

The school may hold only one office at a time, and one full year must elapse before it may run for office again.

The host school may not run for office at the conference at which it is host.

Section 2

There shall be four adult executive officers, who shall attend all district executive committee meetings. Any necessary adult committee chairs may also attend.

These four adults shall be designated as district executive secretary, assistant executive secretary, district coordinator, and district treasurer. The adult officers shall be elected by the district advisors for member schools present at spring conference with one vote per school.

The executive secretary will serve a two (2) year term. The assistant executive secretary automatically becomes district executive secretary at the end of two years and a succeeding district assistant executive secretary shall be selected.

If a vacancy shall occur at the fall conference, an election shall be held in the advisors' meeting to fill the remaining term of the assistant executive secretary.

The coordinator shall serve the district in an advisory capacity and coordinate its activities of the state TASC for two (2) years. If a vacancy shall occur at the fall conference, an election shall be held in the advisors' meeting to fill the remaining term of the district coordinator.

The district treasurer shall serve a two (2)-year term. If a vacancy shall occur at the fall conference, an election shall be held in the advisors' meeting to fill the remaining term of the district treasurer.

Section 3

The executive committee shall consist of all officer schools, fall and spring host schools, district coordinator, district executive secretary, district assistant executive secretary, district treasurer, and past president school advisor. All decisions regarding elections and policies shall be made by this committee.

ARTICLE V

Elections

Section 1

The officer schools shall be elected at the business meeting of the spring conference. The term of office shall begin upon the last executive board meeting of the school year, as set by the incoming President. After the election in the spring, the new officers are encouraged to attend the appropriate training sessions at the state conference.

In the case of any officer position vacancy, the newly elected board may appoint a school to fill vacancy.

In the case of a vacancy in the office of District Treasurer, District Coordinator, District Assistant Executive Secretary, or District Executive Secretary, the newly elected board may appoint a member advisor to fill the vacancy based on submitted nominations in an expedient manner. In case of no nominations, the board will choose the appointment.

Section 2

Including the nomination and second, candidate schools shall have six (6) minutes to present their qualification for office. Each presentation will be timed by the vice president school.

Section 3

Requirements for schools running for office are:

1. Schools shall have registered and answered roll at the afternoon session of the last two conferences immediately preceding the election conference.
2. The candidate schools must have paid the current dues to TASC. This covers both district and state.
3. A candidate school shall file a letter from its principal. This letter shall be submitted to the vice president school with a post mark on or before January 20. If any offices remain open, the vice-president school shall notify all members within one week. Schools filing for open office must do so by a letter postmarked at least 2 weeks prior to the Spring District Convention or as set by the executive board or Vice-President School. At this time incumbent officers may file for any vacant office.
4. Campaign plans are set by schools running for office but as always subject to the rules of the spring conference host school as the number of posters size and place where they may be displayed.
5. All schools running for office shall be prepared to assume the duties of the office, if elected, and to carry out duties as outlined in the Constitution of District III in a responsible, efficient manner.

Section 4

Requirements for host schools are:

1. The host school selection shall be made by the district executive committee up to two years in advance.
2. Schools shall have registered and answered roll at the afternoon session of the last two (2) conferences immediately preceding the election conference.
3. Host school applicants must have paid current district and state dues.

4. All host school applicants shall file a letter from the principal with the vice president school postmarked by January 20. This letter shall submit tentative dates and facilities to be used as well as tentative conference plans for the schedule. Dates for spring conferences must be no later than one (1) week prior to TASC deadlines for state reports. In the event that no school has filed a letter to host the fall or spring conventions for the upcoming year by January 20, the District Executive Board will either establish a new filing deadline or select a host school from among the board.
5. All schools applying for host school shall be prepared to assume the duties of the appointed position, if selected, and carry out duties as outlined in the Constitution of District III in a responsible, efficient manner.
6. Host schools will file a formal, detailed financial statement with the District Treasurer and District Advisor before the next district conference. Expenses should be reasonable and relate directly to the conference activities. If expenses are reasonable, the district may reimburse any losses, at the discretion of the executive board. Hosting a conference is not considered a fundraiser for the school, and all profits from the conference must be submitted to the District Treasurer within a reasonable amount of time.

ARTICLE VI

Meetings

This District III shall convene 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.

ARTICLE VII

Ratification

This constitution shall be presented by mail to the principal and advisor for ratification. Each ballot shall be signed by both principal and advisor. The constitution committee shall canvass the vote. Two-thirds (2/3) of the votes cast shall be required for ratification.

ARTICLE VIII

Amendments and Revisions

Section 1

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

Section 2

This constitution may be revised as deemed necessary by the executive committee and advisors of member schools.

Section 3

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 4

Proposed changes, as approved by the executive committee and advisors of member schools, shall be presented at the opening session and be voted on at the last business meeting. Each member school shall have one (1) vote.

DISTRICT III BY-LAWS

Section 1: Duties of Officers

- A. Duties of the President School
 1. To preside at all meetings of the organization.
 2. To appoint all committees.
 3. To call all meetings, including executive committee meetings.
 4. To work closely with the host school in planning the conference program.
 5. To call an executive meeting at least four (4) weeks prior to each district conference. All the officer schools, with their advisors, the host schools, the district executive secretary, the assistant district executive secretary, the district coordinator, the district treasurer, the past president advisor, and any necessary committee chairs shall attend in order to plan the fall and spring conferences.
- B. Duties of the Vice-President School
 1. To execute the duties of the president in case of the president's absence.
 2. To act as chairperson of the credentials committee
 - a. To coordinate filing for candidate schools.
 - b. To notify member of vacancies.
 - c. To certify candidates.
 - d. To act as timer for campaign presentations.
 - e. To provide ballots for the election.
 3. To promote recruitment of new member schools.
- C. Duties of the Recording Secretary School
 1. To keep an accurate record of the conference and all executive committee meetings.
 2. To send to the incoming recording secretary a completed record including a permanent cumulative membership list and copy of all minutes.
 3. To attend credential committee meetings to verify eligibility of candidate schools desiring to run for a district office.
 4. To notify member schools concerning scholarship applications and to coordinate the scholarship committee.
 5. Coordinate with Corresponding Secretary School to promote District III using social media.

- D. Duties of the Corresponding Secretary School
 1. To ensure that member schools have current information regarding district and state activities through various forms of correspondence such as mail outs, newsletters, copies of the minutes, Twitter, etc.
 2. To work closely with the recording secretary.
 3. Coordinate with Recording Secretary School to promote District III using social media.

- E. Duties of the Parliamentarian School
 1. To interpret parliamentary procedure according to Robert's Rule of Order.
 2. To coordinate the scrapbook committee and District Top 10 Projects.
 3. To coordinate the resolutions committee at the district conferences.
 4. To design and coordinate District III overnighter

Section 2: Duties of the Host School

- A. To work closely with the president school and executive committee in planning the conference program.
- B. To decide on the date of the conference and amount of the registration fee, subject to the approval of the executive committee.
- C. To decide the number of voting delegates permitted from each school, not exceeding five (5); a district officer will not be considered a delegate.
- D. To send to the advisor of each member school information concerning the district conference no less than four weeks prior to the meeting date, such date having been set by the district executive committee.
- E. To attend the executive board prior to the conference they are hosting.
- F. To work closely with the District III Treasurer to set a proposed budget, obtain financing, and submit final expense report within one month after the conference.

Section 3: Duties of the District Executive Secretary, Assistant District Executive, District Advisor, District Treasurer, and the Past President School

- A. Duties of the District Executive Secretary
 1. To attend each planning session and executive committee meetings.
 2. To call meetings of the district advisors on the day of each conference in coordination with the host school.
 3. To preside over the advisors' meeting at each conference.
 4. To keep a current list of district member schools, to be provided by the president school, which receives a list from the state TASC.
 5. To file with the state TASC a copy of the Constitution of District III of TASC.
 6. To conduct assistant executive secretary, district coordinator, and district treasurer elections.
 7. To coordinate the Fall Advisors' Workshop.
 8. To plan and coordinate the district overnight retreat, in association with the District Treasurer, District Coordinator, and Parliamentarian.

- B. Duties of the Assistant Executive Secretary
 1. To attend each planning session and executive committee Meeting.
 2. To keep a history of District III by keeping a file which includes Minutes, list of schools attending, and programs of district meetings.
 3. To record and file minutes of all the district advisors' meetings.

4. To serve on the credentials committee.
- C. Duties of the District Coordinator
 1. To serve in an advisory capacity only.
 2. To attend each planning session and executive committee Meeting.
 3. To coordinate the Advisor, Principal and President dinner
 4. To coordinate the selection of the District Advisor of the Year.
 5. To plan and coordinate the district overnight retreat, in association with the District Treasurer, District Executive Secretary, and Parliamentarian.
- D. Duties of the District Treasurer
 1. To receive yearly state rebate checks from state membership dues.
 2. To disperse district funds as the necessity arises by an approved district board member. Requests shall be supported by the original approved board document
 3. To keep accurate records of collection and disbursement to district funds.
 4. To report on district finances at any district board meeting.
 5. To give a printed report of funds to all member schools at each conference.
 6. To deposit all monies in a bank selected by the treasurer school, unless a change is deemed advisable by the executive committee.
 7. To plan and coordinate the district overnight retreat, in association with the District Executive Secretary, District Coordinator and Parliamentarian.
- E. Duties of the Past President School
 1. To serve as advisor to the executive committee.
 2. To obtain and present awards to outgoing officer schools, adult Executive members, and Advisor of the Year.

Section 4: Committees

- A. There shall be an Executive committee composed of the officer schools, fall and spring host schools, the district coordinator, the district executive secretary, the district assistant executive secretary, district treasurer, and the past president school advisor. This committee shall conduct all district business and may add additional committees as deemed necessary.
- B. 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.
- C. There shall be a scholarship committee coordinated by the recording secretary school advisor 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 recording secretary school shall interview the final applicants.
- D. There shall be a Resolutions committee coordinated by the parliamentarian school advisor and student representative 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.
- E. There shall be a Credentials committee chaired by the vice-president school advisor and student representative and composed of the

recording

secretary school and the assistant district executive secretary. This committee will certify all candidates for district office.

- F. There shall be a Website committee chaired by a Website Coordinator, appointed by the Executive committee, and including any other necessary students or advisors to maintain the district website. The sole purpose of this committee will be to update and maintain the district website.

Section 5: Order of Business

- A. Call to Order
- B. Minutes
- C. Treasurer's report
- D. Standing committees' report
- E. Special committees' report
- F. Old business
- G. New business
- H. Roll call
- I. Adjournment

Section 6: 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 7:

Since TASSP wishes to promote Student Council work, the TASSP Board of Directors requires that, as a condition of sponsorship, any action at the district level may be appealed by members of that committee or a member school to a committee composed of the principals of the district 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.