

*Florida Association
of
Student Councils*

CONSTITUTION
of the
FLORIDA ASSOCIATION OF STUDENT COUNCILS

Article I
NAME

Section 1: The name of this organization shall be the Florida Association of Student Councils (FASC).

Article II
PURPOSE

Section 1: The purpose of the organization shall be to extend and spread the doctrine of responsibility, personal growth, self-discipline and good citizenship; to promote harmonious relationships throughout the state; to foster unity in realizing the ideals of education and democracy; and to make available to student officers throughout Florida, ideas and information in helping to achieve these objectives.

Article III
AUTHORITY

Section 1: All powers and authority of the FASC are designated by the Leadership Advisory Board, the Executive Director, the Florida Association of School Administrators (FASA), and Florida Association of Secondary School Principals (FASSP). The FASA and the FASSP will be the sponsoring and coordinating group for the Florida Association of Student Councils.

Section 2: All major policy actions of the FASC must be approved by the Executive Director and the Leadership Advisory Board.

Section 3: **LEADERSHIP ADVISORY BOARD**
This board shall exercise general control of the FASC, coordinate the activities of the association in conjunction with the Executive Director. This board will be responsible to the FASSP and FASA.

Section 4: **Membership:** The Leadership Advisory Board shall consist of 23 members. 10 (ten) of the board members will consist of the 5 (five) state officers and their advisors. 12 (twelve) of the board members will consist of each of the 6 (six) district presidents and their advisors. The final board member will be the Executive Director.

Article IV
MEMBERSHIP

Section 1: Membership in this organization shall be open to all the student councils of public and private secondary schools in the State of Florida and county associations.

Section 2: Annual dues for each school shall be \$50.00. Dues are to be paid to the Executive Director on or before November 1st. A late fee of \$30.00 shall be assessed for any dues received after the due date.

- Section 3: A member school is defined as any school which has paid its annual dues by the close of the registration period for the current state convention. Only member schools are entitled to attend the annual state convention at which each school will have one vote.
- Section 4: FASC Districts shall be recognized as affiliates of the FASC. District boundaries shall be observed by all districts and any changes shall be made with the consent of the schools and districts affected and with the concurrence of the Leadership Advisory Board, Executive Director and FASC Executive Board of Directors.
- Section 5: County Student Council Associations are able to become non-voting, non-competing members.

Article V MEETINGS

- Section 1: The date of the annual convention of the FASC shall be determined by the host district in cooperation with the Leadership Advisory Board and Executive Director.
- Section 2: The site shall be determined by the host district in cooperation with the Executive Director at least eighteen (18) months previous to the date of the convention and shall be announced at the last general session one year prior to the meeting.
- Section 3: The number of delegates allowed to attend each conference of the association will be determined by the host school and the Executive Board of Directors during the August Executive Board of Directors Meeting. Member schools may send additional delegates if given permission by the host school 30 days prior to the convention. Such a request shall be in writing and mailed to the host school at least 30 days prior to the opening session.
- Section 4: Each delegate at the convention shall be identified and registered with an advisor.
- Section 5: FASC Districts shall meet twice a year on dates approved by the FASC Executive Director with a third optional meeting. Additional district meetings may be held on dates approved by the Executive Director.

Article VI OFFICERS

- Section 1: The officers of the FASC shall be schools instead of individuals. The officers of the FASC shall consist of a President, Vice President, Secretary, Treasurer, and Parliamentarian. The President, Vice President, Secretary and Parliamentarian schools shall be elected at the State Convention..

NOTE: The pronoun "she" and "her" is applicable and appropriate any place in this constitution where the pronoun "he" and "his" is used.

- Section 2: The office of the Treasurer school shall be rotated among the six districts. However, the host school's district may change convention years with the next district in rotation. The host district shall designate the Treasurer at the fall district meeting (18 months in advance of hosting) in cooperation with the leadership advisory committee and Executive Director.
- Section 3: The Executive Director is an officer of the FASC.
- Section 4: All officer-schools must have been dues-paying members the year prior to the convention at which they are seeking election.

- Section 5: There shall be an Executive Board of Directors constituted as follows:
- A. One student and one advisor for each officer-school.
 - B. One student and one advisor for each District President School serving their respective districts as of September 1 of the current year. If the District President School cannot attend a scheduled board meeting, the District Vice President School may attend and vote.
 - C. The Executive Director shall be an active or retired educator.
- Section 6: The Executive Board of Directors shall be reimbursed for reasonable expenses with the approval of the Executive Director.

Article VII TERM OF OFFICE

- Section 1: The newly elected officers and new members of the Executive Board of Directors shall begin their term of office upon adjournment of the annual convention.

Article VIII DUTIES OF OFFICERS

- Section 1: The President shall:
- A. Preside at all meetings.
 - B. Serve as an ex-officio member of all committees.
 - C. Act as Chairman of the Executive Board of Directors.
 - D. Request the Executive Director to provide for auditing the financial records.
 - E. Appoint any necessary committees.
 - F. Deliver a convention address in which he includes a statement regarding the economic and communicative progress of the FASC during his term of office.
 - G. Perform other duties as directed by the Leadership Advisory Board
- Section 2: The Vice President shall:
- A. Perform the duties of the President in the event of his absence, but not fill the office.
 - B. Work with host school to procure topics and select presenters for all workshops at the state convention.
 - C. Coordinate/decorate and preside at the banquet at the State Convention.
 - D. Publish a minimum of four newsletters prior to the State Convention for the Association with the assistance of the Executive Director.
 - E. Perform other duties as directed by the Leadership Advisory Board.
- Section 3: The Secretary shall:
- A. Keep a permanent record of the minutes of each meeting.
 - B. Compile a summarized report of convention and committee meetings which are to be sent to all member schools through the FASC newsletter.
 - C. Provide the newly elected President and Executive Director with all the resolutions passed at the convention
 - D. Prepare all amendments/resolutions in the proper format for the state conference and have 2 copies for every school in attendance at registration.
 - E. Perform other duties as directed by the Leadership Advisory Board.

Section 4: The Treasurer shall:

- A. Make arrangements for the State Convention dates with the Executive Director.
- B. Have the responsibility, along with advisor and school Principal, for all financial matters pertaining to the State Convention, subject to approval of the Executive Board of Directors, and present an itemized report of the convention to the Executive Director. Such reports must be completed as soon as possible following the convention. It must carry the signatures of the teacher-advisor and school Principal.
- C. Make a partial payment back to the FASC from conference registration. Amount will be determined by the Executive Director with the advise and consent of the Leadership Advisory Board.
- D. Perform other duties as directed by the Leadership Advisory Board.

Section 5: The Parliamentarian shall:

- A. Attend all board meetings and offer procedural rulings.
- B. Look at the copy of all resolutions submitted by the Secretary before the convention and be familiar with them.
- C. Offer rulings during the resolution meetings.
- D. Be familiar with and in possession of the newest edition of Roberts Rules of Order.
- E. Perform other duties as directed by the Leadership Advisory Board.
- F. The parliamentarian will oversee the election process at the annual state convention.

Section 6: District Presidents shall:

- A. Attend FASC Board Meetings.
- B. Notify all schools (send a copy to the FASC office) in your district regarding all meetings at least 21 days prior to the meeting.
- C. Attend and run first District Meeting.
- D. Send District Meeting attendance lists and copy of minutes to FASC office no later than 10 days after the meeting.
- E. Send article(s) to Vice President School to be published in the Florida Sun by the deadlines established by the Vice President.
- F. Notify the FASC office as soon as possible of any meeting date, time, or location changes.
- G. Send any proposed amendments and/or resolutions that passed in your 2nd District Meeting to the Secretary School and the FASC office no later than 10 days after the meeting.
- H. Remind the newly elected President to attend the State Convention so that he/she can be inducted.

Section 7: The Executive Director shall:

- A. Keep all permanent records and materials.
- B. Act as a clearing house and source of information on all activities related to the state organization.
- C. See that the dates of the State Convention, board meetings and district meetings are submitted to the Calendar Committee of the FASSP and FASA
- D. submit a budget for the coming fiscal year as well as a statement of expenditures and savings from the preceding fiscal year.

Section 8: All officers will be required to prepare and submit at the convention board meeting a summary of the goals and objectives of the previous year, and the methods used to achieve them.

Article IX
ELECTION

- Section 1: The election shall be held at the annual convention of the FASC.
- Section 2: Written permission from the Principal of each candidate school seeking office shall be required 30 days prior to the annual convention to the Executive Director. This letter of intent/permission shall be forwarded by the Executive Director to the Parliamentarian and convention host school.
- Section 3: Successful candidates shall have the student who will represent the school in that office present to make the acceptance speech.
- Section 4: A. In the event there are no candidates for the office of President, Vice President and/or Secretary, the current President shall appoint one school from each district to serve as a nominating committee. The nominating committee shall meet during the first day of the convention. It shall be the duty of the nominating committee to present at least one nominee for each office. The principals of these schools accepting such nominations must give their permission verbally or via facsimile to the Executive Director prior to the election. Any school that qualifies for candidacy prior to convention shall automatically be a candidate for that office.
- C. In the event no convention host can be found from among the members of the district in the convention rotation prior to the conference, the Executive Director must seek a convention host from among the entire membership of the FASC. The conference host will be selected from member schools that submit a written request to host the convention and are in attendance at the current conference.
- D. The established convention rotation would not be affected by the selection of a school to host the state convention from the membership at large.
- E. The rotation of the convention host districts will be established through a By Law that will be reviewed by the elected officers and the Executive Director every three years.
- Section 5: No school may hold the same FASC office two years in succession. If, after election has been completed, a vacancy occurs, the school having the second highest number of votes shall be offered the office. If no school which had been a candidate for the office accepts it, the Executive Director shall seek a candidate from all member schools. Ballots will then be sent to each member school to be returned by an announced deadline.
- Section 6: Officer schools shall be elected by the delegate schools. Each school shall receive one vote. The vote shall be by secret ballot and the majority shall rule.
- Section 7: Proxy votes from schools leaving the convention early for emergency purposes only must be given to the Executive Director, who will provide preprinted ballots for voting and submit said ballots at the time of voting. A schools proxy vote will continue to be counted as long the candidate schools(s) voted for remain in the election.
- Section 8: The President school shall receive one vote to be used either when that school's name comes on the roll, or at the end of the voting period as presiding officer to break the tie. The president school may vote only once.

- Section 9: A. The Office of Treasurer will be selected by the member schools of the district next in the convention rotation, no later than the 2nd District Meeting prior to the State Convention.
- B. The school selected by the district to host the convention will present the Executive Director a letter from the Principal indicating approval of the school accepting the responsibility of hosting the convention.

Section 10 Removal from Office.

- A. If a student appointed by a state officer school to perform the duties of the office resigns or becomes academically ineligible to participate the officer school may replace that student.
- B. If a school replaces the student representing them as a state officer, the school must notify the Executive Director and other state officers within five (5) days of making the change.
- C. If a school no longer wishes to serve as a state officer, They must notify the Executive Director. The Executive Director will then seek volunteers to fill the position from among FASC member schools and, with the advise and consent of the full FASC Executive Board (state officers and district presidents), appoint a school to fill the position.

Article X
SPECIAL MEETING

- Section 1: The President shall call special meetings of the Executive Board at any time on the request of an officer school or at the request of two or more Executive Board member schools with the consent of the Executive Director. Written notice of such a meeting and its purpose shall be given to every member school at least two weeks prior to the date of such a meeting.

Article XI
STANDING COMMITTEES

Section 1: Resolution Committee:

- A. This committee consists of the President, Secretary, Parliamentarian, and Executive Director or designee.
- B. Submitting resolutions: All proposed resolutions and amendments are to be submitted to the Secretary school postmarked at least 30 days in advance of the State Convention. The resolutions committee shall prepare the resolutions and amendments for presentation to the assembly.
- C. The newly elected President school will be responsible for submitting all passed resolutions to the proper authority. The President school will inform the Vice President school of the status of those resolutions, and the Vice President will publish all pertinent information concerning them in the newsletter that is issued to all member schools.

- Section 2: Ad Hoc committees shall be appointed by the President with the approval of the Executive Board of Directors.

Article XII
PARLIAMENTARY AUTHORITY

Section 1: All matters of procedure not specifically covered by this Constitution or Convention Rules shall be conducted in accordance with the newest edition of Robert's Rules of Order. The non-voting office of Parliamentarian was added in 1998. The responsibilities of this office are covered under Article VIII, Section 5 Duties of Officers.

Article XIII
RATIFICATION

Section 1: This constitution went into effect immediately upon ratification of 2/3 (two-thirds) of the official delegations at the State Convention on May 2, 2006. It was last amended on April 22, 2007, at the convention in Wellington, Florida.

Article XIV
AMENDMENTS AND RESOLUTIONS

Section 1: This constitution may be amended at a meeting of the FASC by 2/3 (two-thirds) of the official voting delegations or administratively by a representative of the FASA with 2/3 approval of the Leadership Advisory Board.

Section 2: The amendments shall be in effect immediately upon the approval of the delegation at the convention.

Section 3: All proposed amendments must be formally typed and must be sent to the Secretary school, postmarked 30 days prior to the convention.

Section 4: Upon receipt of these proposals, the Secretary School shall send copies of all proposals to the Executive Director certifying that it was received with a postmark or electronic indication indicating it was sent at least thirty (30) days prior to the first day of the current school year's annual convention. The Secretary will bring the proof of the postmark or electronic transmission to the annual convention and keep that proof until the resolutions meeting is adjourned.

Section 5: The Executive Director will send the proposed resolution or amendment, electronically, to all FASC members and to the FASC webmaster (FASA) to be posted on the FASC website within 48 hours of receiving the proposal from the Secretary.

Section 6: All resolutions and amendments must be approved by the respective District before being advanced to the state convention.

Article XV
DISSOLUTION

In the event of dissolution, residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1964 or corresponding sections of any prior or future Internal Revenue Code, or to Federal, State, or Local Government for exclusive public purposes.

Article XVI
LIMITATIONS OF POWER

- Section 1: Notwithstanding any other provision of these articles, this corporation shall not carry on any activities not permitted to be carried on by:
- A. A corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1964 or the corresponding provisions of any future United States Internal Revenue Law.
 - B. A corporation, contributions to which are deductible under Section 170 (c) (3) of the Internal Revenue Code of 1964 or any corresponding provisions of any future United States Internal Revenue Law.