

# MARYLAND ASSOCIATION OF STUDENT COUNCILS CONSTITUTION

## Article I Name of the Organization

**Section 1** The name of the organization shall be the Maryland Association of Student Councils.

**Section 2** The official abbreviation of the Maryland Association of Student Councils shall be MASC.

## Article II Purposes, Affiliation, and Association

**Section 1** MASC shall foster a statewide environment for all secondary school students to express and exchange opinions and ideas, develop leadership skills, and promote student representation and involvement in all groups and organizations impacting the lives of students.

**Section 2** MASC shall maintain affiliation with the National Association of Student Councils.

**Section 3** MASC shall promote associate membership with the Department of Student Activities of the National Association of Secondary School Principals.

**Section 4** MASC shall maintain ties with the Maryland State Board of Education and all other organizations deemed appropriate by the Executive Board.

## Article III Membership

**Section 1** Affiliate Membership – Two types of membership shall form the affiliate membership. Eligibility for affiliate membership in MASC shall commence upon the receipt of dues.

- A. Any secondary school council
- B. Home school students

**Section 2** Executive Membership – Executive Members shall consist of those members of the Executive Board. Two types of membership shall form the Executive Board.

- A. The voting members of the Executive Board shall consist of elected officers, regional presidents, regional middle school representatives, students serving on boards of education within the state of Maryland, and appointed staff specified in the bylaws.
- B. The nonvoting members consist of the host co-chairs of any MASC Conference and General Assembly Meeting, regional advisors, MASC Assistant Executive Director, and the MASC Executive Director.

**Section 3** Associate Members – Any individual, organization, or agency associated with any student council organization, program or activity, or having any interest therein, and not eligible for affiliate or executive membership, shall be eligible for associate membership in MASC and shall become an associate member upon the receipt of dues.

**Section 4** Dues

- A. Affiliate and Associate Members – Annual dues for affiliate and associate members and any policies regarding them shall be provided for in the bylaws.
- B. Executive Members – Executive members shall pay no dues.

## Article IV General Assembly

**Section 1** All legislative powers herein granted shall rest with a legislative body to be known as the General Assembly.

**Section 2** The General Assembly shall consist of:

- A. Affiliate member schools that shall be represented by voting delegates to the general assembly.
  - 1. The number of delegates shall be based on the member school's enrollment, as provided for in the bylaws.

2. Each affiliate member school shall be responsible for the selection of its delegates, who shall be enrolled in that member school.
3. Participation by member schools may be limited as a result of space limitations imposed by the host facility.
4. Nonvoting delegates shall be registered when space allows.

B. Voting members of the Executive Board

**Section 3** The duties and responsibilities of the voting members of the General Assembly shall include, but may not be limited to, the following:

- A. Conduct all legislative business;
- B. Elect the president, first vice president, second vice president, and treasurer;
- C. Regulate its committees;
- D. Elect annually two student nominees for the Governor's consideration for appointment to the Maryland State Board of Education;
- E. Consider the recommendations of the Executive Board; and
- F. Override an Executive Board veto by a two-thirds vote.

**Section 4** All members of the General Assembly shall have the following duties and responsibilities:

- A. Attend all General Assembly meetings and participate as appropriate on pending matters;
- B. Present concerns of constituents;
- C. Attend workshops, seminars, and other scheduled programs;
- D. Be familiar with the Constitution of his/her school; and,
- E. Draft and introduce legislation as appropriate.

**Section 5** In the event a Regional President cannot attend a MASC business meeting, he/she may designate an individual in high school and in his/her region\* to represent them and vote on their behalf when necessary. (\*In the event that the region is a middle school region, the representative must be a middle school student.) . In the event a Regional Second Vice President/ Middle School Representative cannot attend an MASC business meeting, he/she may designate an individual in middle school within his/her region to represent his/her and vote on his/her behalf when necessary. In the event that a Student Member/Representative/Commissioner on the Board of Education cannot attend an MASC business meeting, he/she may designate an individual in high school in his/her school system to represent him/her and vote on his/her behalf when necessary. In the event that the Regional President, Second Vice President/Middle School Representative, or Student Member/Representative/Commissioner on the Board of Education is a voting member of the Executive Staff, he/she may designate an individual to represent him/her and vote on his/her behalf when necessary. The Regional Advisor and MASC Executive Director must confirm the substitute for the Regional President, Middle School Representative or Student Member /Representative/ Commissioner on the Board of Education.

## **Article V**

### **Executive Board**

**Section 1** All executive powers herein rest with the Executive Board

**Section 2** The duties and responsibilities of the Executive Board shall include, but not be limited to, the following:

- A. Oversee all MASC activities;
- B. Conduct an annual membership drive;
- C. Review, amend, and approve the standing rules governing General Assembly meetings;
- D. Determine the time and place of General Assembly meetings;
- E. Act in an advisory capacity to the General Assembly;
- F. Execute all orders of the General Assembly;
- G. Require a two-thirds vote of the executive board to reconsider a general assembly action. A veto of it would require a four-fifths vote.
- H. Maintain MASC's affiliations and associations;
- I. Approve annual revision of the MASC Bylaws;
- J. Implement the MASC Constitution and Bylaws;
- K. Supervise the administration of the annual budget;
- L. Approve appointments;

- M. Fill offices of the four elected MASC officers prior to a regularly scheduled election should a vacancy occur;
- N. Act on impeachments of MASC officers; and
- O. Annually review, amend as necessary, and approve election rules and procedures, and publish rules at least one month in advance of elections.

**Section 3** Between the meetings of the MASC General Assembly, the Executive Board shall be empowered to act on behalf of the organization and shall report such actions to the General Assembly when it next convenes. The Executive Board shall not be empowered to amend the Constitution of the organization.

## **Article VI Meetings**

**Section 1** Executive Board – The Executive Board shall meet at least four times annually, in addition to MASC sponsored, statewide events, at a time and place determined by the president. Executive Board business may be conducted and voted on electronically in the event of inclement weather or an emergency situation.

**Section 2** General Assembly – The General Assembly shall meet at least twice annually at a time and place determined by the Executive Board. The Executive Board shall provide prior notice of all General Assembly meetings of at least two weeks to all MASC members.

**Section 3** All meetings shall be governed by Robert’s Rules of Order, Newly Revised, except as set forth in the bylaws.

**Section 4** No meeting of the MASC Executive Board or session of the MASC General Assembly shall be deemed official unless 20% of the voting membership for the Executive Board and General Assembly are present at their respective meetings.

## **Article VII Committees**

Each of the General Assembly’s committees, excluding ad hoc committees, and all policies regarding them shall be provided for in the bylaws.

## **Article VIII Regions**

Any group student council organization with membership open to secondary school student councils within one or more of the school systems shall be eligible to become a region of MASC and shall become a region upon recognitions by the Executive Board and as specified in the Bylaws.

## **Article IX Elected Officers**

**Section 1** The elected officers of MASC shall be the president, first vice president, second vice president, and treasurer.

**Section 2** Duties and Responsibilities

A. The president shall:

1. Chair all the meetings of the General Assembly and of the Executive Board;
2. Review and revise the bylaws prior to the first Executive Board meeting;
3. Appoint a parliamentarian, secretary, and all other staff members deemed necessary prior to the first Executive Board meeting;
4. Serve as the official spokesperson for MASC;
5. Report on current MASC activities at all General Assembly meetings;
6. Report at the General Assembly meeting at the end of his/her term concerning the state of MASC;
7. Present to the State Board of Education at least twice a year;
8. Serve as the official representative of MASC to the National Association of Student Councils;

9. Determine the time and place of all Executive Board meetings;
  10. Notify the first vice president in case of inability to fulfill any of the above duties;
  11. Oversee all appointed staff and General Assembly committees;
  12. Perform other duties outlined in the bylaws; and
  13. Perform other duties devolving from the office.
- B. The first vice president shall:
1. Assume the duties and responsibilities of the president when he/she is unable to do so;
  2. Review, revise as necessary, and administer the nomination and selection processes for all MASC awards programs;
  3. Serve as the liaison to all Regional Presidents and coordinate the distribution of a State of the Regions report as necessary
  4. Aid the president in fulfilling his/her duties and responsibilities;
  5. Perform other duties outlined in the bylaws; and
  6. Perform other duties devolving from the office.
- C. The second vice president shall:
1. Assume the duties of the president when he/she and the first vice president are unable to do so;
  2. Encourage the participation of middle school student councils in MASC and MASC regions;
  3. Aid member middle school student councils in increasing their understanding of MASC's policies, procedures, and activities;
  4. Aid regional middle school representatives in development of middle school programs within the region;
  5. Perform other duties as outlined in the bylaws; and
  6. Perform other duties devolving from the office.
- D. The treasurer shall:
1. Assume the duties and responsibilities of the president when he/she, the first vice president, and the second vice president are unable to do so;
  2. Disburse all MASC funds as necessary with the approval of the Executive Director;
  3. Keep accurate, up-to-date records of all Executive Board meetings;
  4. Coordinate the annual membership drive and collection of dues;
  5. Present an annual budget to the Executive Board;
  6. Perform other duties as outlined in the bylaws; and
  7. Perform other duties devolving from the office.

## **Article X**

### **Qualifications, Elections, and Terms of Office of MASC Officers**

#### **Section 1** Qualifications

- A. The president, first vice president, second vice president, and treasurer must be enrolled in a Maryland secondary school.
- B. The second vice president must be enrolled in a middle school during his/her term of office.
- C. Candidates must meet the eligibility requirements of their local school system.
- D. Candidates for the office of president must have attended at least one MASC business meeting in the school year in which they run prior to the opening session of the state convention (business meetings are defined as MASC Executive Board meetings and MASC General Assemblies).
- E. Candidates for the office of President must have been a member of the MASC Executive Board for at least one year prior to the election.
- F. Candidates for the office of president, first vice president, second vice president, and treasurer must have attended at least one MASC business meeting in the school year in which they run prior to the opening session of the state convention.
- G. No person shall serve as an MASC officer while concurrently serving as a regional elected officer or student serving on a Board of Education within the State of Maryland in the year of his or her term.
- H. A student will not hold one particular office for more than two terms.

#### **Section 2** Elections

- A. Regular Elections

1. All voting members of the General Assembly shall be given the right of suffrage in the regular elections.
2. All candidate applications shall be submitted to the Executive Director by the end of the scheduled date of the February Executive Board Meeting. Nominations from the qualified candidate applications take place at a regularly scheduled General Assembly meeting.
3. If there are two or fewer candidates for elective office, the candidate receiving a majority of the votes cast shall be elected.
4. In the event that there are three or more candidates for an elective office, preferential balloting shall be followed according to Robert's Rules of Order, Newly Revised.
5. If there are more than four candidates the President shall convene a nomination screening committee.
6. All regular elections shall be held during the last regularly scheduled General Assembly meeting of the school year.

**B. Special Elections**

When the office of first vice president, second vice president, or treasurer becomes vacant, prior to a regular election, the Executive Board shall elect a person not already an elected officer to fill that office in accordance with established election procedures.

**Section 3 Terms of Office**

All newly elected MASC officers shall serve as officer-elect for the period following their election until June 1. The elected officers shall serve their term of office until June 1, following the election of their successors. A term is defined as a period equal to or exceeding six months.

**Article XI  
Appointed Staff**

**Section 1** The appointed staff of MASC shall be the parliamentarian, the secretary, and all other staff persons deemed necessary by the president.

**Section 2** Duties and Responsibilities

**A.** The parliamentarian shall:

1. Advise the president, Executive Board, and General Assembly on matters of parliamentary procedure, and on the provisions of the Constitution and bylaws;
2. Aid the members of the General Assembly in understanding the procedure during meetings.
3. Maintain records of all legislation reviewed during MASC Executive Board and General Assemblies
4. Conduct a biannual constitutional review and present a report of the recommendations from this review to the Executive Board; and
5. Aid the president in the annual revision of the bylaws.

**B.** The secretary shall:

1. Record and publish accurate minutes of meetings of the General Assembly and of the Executive Board;
2. Maintain the attendance roles of the Executive Board;
3. Maintain an up-to-date file on all MASC affairs;
4. Publish a written report of the proceedings of all major MASC activities to include all passing, the current platform, and treasurer's report, and any other items deemed necessary be the president; and
5. Perform other duties assigned by the president.

**C.** The duties and responsibilities of all other staff members shall be provided for in the bylaws.

**Article XII  
Qualifications, Appointments, and Terms of Office of Appointed Staff**

**Section 1** Qualifications

- A. All appointed staff shall be enrolled in an affiliate school during their term of office; and
- B. Shall meet the eligibility requirements of their local school system.

**Section 2** Appointments

All appointment shall be made by the president prior to the first Executive Board meeting and must be approved by the Executive Board.

**Section 3** Terms of Office

All appointed staff shall serve from the time of their approval to the Executive Board until June 1 of the following year.

### **Article XIII Removal and Replacement**

**Section 1** Officers

## A. Removal

1. The impeachment of an officer shall occur when a petition stating the charges against the officer, which is approved by a majority of the Executive Board, is filed with the Executive Director.
2. Upon the filing of the petition the President shall investigate the charges as to their validity. If charges are against the President then the Parliamentarian will conduct the investigation.
3. After investigation of the charges, the Executive Board shall hold a hearing on the impeachment, at which time the impeached officer and the member who filed the petition may present their cases.
4. After the hearing, the Executive Board shall vote on the removal of the officer, which shall require a two-thirds vote.

## B. Replacement

1. President – When the office of president becomes vacant the first vice president shall become president, and a new first vice president shall be chosen.
2. First Vice President, Second Vice President, and Treasurer – When the office of first vice president, second vice president, or treasurer becomes vacant, prior to a regular election, the Executive Board shall fill that officer by following the rules

**Section 2** Appointed Staff

A. Removal Procedures for removal of appointed staff shall be provided for in the bylaws.

B. Replacement – When the office of an appointed staff member becomes vacant; the president shall appoint a replacement who must be approved by the Executive Board.

### **Article XIV Bylaws**

**Section 1** There shall be a set of fundamental and often changing policies placed at the end of this document to be known as the bylaws.

**Section 2** The bylaws shall contain, but not be limited to, the following:

- A. All policies regarding annual dues for affiliate and associate members;
- B. All policies regarding committees;
- C. A list of recognized regions;
- D. All policies regarding the limit on the number of delegates each affiliate member may have;
- E. The duties and responsibilities of any staff member not provided for in the constitution;
- F. The removal of staff members;
- G. Additional duties and responsibilities of elected officers not delineated in the Constitution; and
- H. The selection process for the State Student Member of the Board of Education (SMOB).
- I. The appointment and the operations of the nominating committee.

**Section 3** Annual Revision

A. Each new president shall revise and review the bylaws and submit them to the Executive Board for review and approval at the first Executive Board meeting.

B. The bylaws shall be approved by a two-thirds vote of the voting members of the Executive Board.

**Section 4** Amendments

A. Executive Board – The bylaws shall be amended by a two-thirds vote of the voting members of the Executive Board. Any pre-filed amendment must follow the prescribed regulations as outlined in Article XV Section 1 of this document.

B. General Assembly – the bylaws shall be amended by a majority vote of the voting members of the General Assembly

## **Article XV Legislation**

- Section 1** Pre-filed – In order for a piece of legislation to be considered pre-filed it must be submitted to the MASC President and Executive Director at least ten (10) days prior to a meeting of the Executive Board or session of the General Assembly. Further, this legislation must be published on the MASC Website and made available to notify MASC members at least nine (9) days prior to its presentation. When proposed legislation is presented to members of the General Assembly or Executive Board, it shall pass with a majority vote of the voting members of the General Assembly or Executive Board.
- Section 2** Spontaneous – Legislation submitted within ten (10) days of its presentation will pass with a two-thirds majority vote of the voting members of the General Assembly or Executive Board.
- Section 3** Amendments to Legislation – All amendments must follow the prescribed regulations as outlined in Article XVI of this document.
- Section 4** Effective Date of Legislation – Legislation passed by the General Assembly or Executive Board will be put into effect immediately unless otherwise specified by said Legislation. Legislation impacting the status of an election must be passed a minimum of two (2) months prior to that particular election, otherwise it would not go into effect until the following election cycle.

## **Article XVI Amendments**

- Section 1** Pre-filed – When a proposed amendment to this document is pre-filed in the General Assembly with proper notification in accordance with Article XV of this document, it shall pass with a two-thirds vote of the General Assembly.
- Section 2** Spontaneous – Amendments made spontaneously during official meetings of the General Assembly shall pass with a four-fifths vote of the voting members of the General Assembly. In the event that the original legislation was in fact pre-filed and an amendment is added, the legislation as a whole will proceed to be passed by a two-thirds vote.
- Section 3** For consistency in technical areas, the president, aided by the parliamentarian, shall review the Constitution and make any changes needed for the document to be correct, provided that the intent of the clause is not changed.

## **Article XVII Ratification**

This document shall be ratified by a two-thirds vote of the voting members of the General Assembly.

*Amended 3/20/10, 2/8/2014, 11/15/2014*