

CONSTITUTION

SOUTHWEST MINNESOTA ASSOCIATION OF STUDENT COUNCILS

Adopted October 16, 1972, Good Thunder-Amboy SWMASC Convention
Amended September 27, 1976, Glencoe SWMASC Convention
Amended September 26, 1979, Marshall SWMASC Convention
Amended September 28, 1982, Jackson SWMASC Convention
Amended September 26, 1984, Marshall SWMASC Convention
Amended November 30, 1988, Marshall SWMASC Convention
Amended November 24, 1992, Marshall SWMASC Convention
Amended January 11, 1996, Marshall SWMASC Convention
Amended February 12, 1997, Marshall SWMASC Convention
Amended February 11, 1999, Marshall SWMASC Convention

Article I: Name

The name of this organization shall be the Southwest Minnesota Association of Student Councils, known hereafter also as the SWMASC.

Article II: Purpose

The SWMASC will strive to increase the effectiveness of student council work in Southwest Minnesota and encourage cooperation among member student councils on matters of common interest by providing a collective means for exchange of ideas and expression of joint opinions.

Article III: Membership

Section 1: Any Senior High School Student Council in the jurisdictional area of the Southwest Minnesota Association of Student Councils shall be eligible for membership upon payment of dues determined by the Executive Board.

Section 2: The following counties shall be included in the jurisdictional area of the Southwest Minnesota Association of Student Councils: Lincoln, Lyon, Redwood, Cottonwood, Jackson, Murray, Nobles, Pipestone, Rock, Yellow Medicine, Meeker, Lac qui Parle, Chippewa, Renville, and Kandiyohi.

Section 3: The Board may grant membership to schools outside of this area.

Article IV: Meetings

Section 1: The Association shall sponsor a convention each year. There should be at least one convention-planning meeting. Attending this meeting should be representatives from the following schools: President's, Vice President's, Secretary's, Treasurer's, Parliamentarian/Historian's, and Representatives at Large. The division representative to the MASC board and the Division Advisor shall also attend, along with one representative from each other member school if they are asked to attend by the Executive Board.

Section 2: The exact date of the convention shall be determined by the Executive Board.

Section 3: All SWMASC member and non-member schools shall be eligible to attend the annual convention.

Section 4: The number of delegates sent by each of the member schools shall be limited only by the facilities of the entertaining school and shall be determined by the Executive Board.

Section 5: A definite period of time shall be set aside at each convention for the purpose of conducting Association business.

Section 6: *Roberts Rules of Order, Newly Revised* will be used for business meetings.

Section 7: At the convention, a definite time and place shall be announced for the purpose of conducting the business of the SWMASC.

Section 8: Any student council member in attendance at any conference wishing to have business brought before the convention must submit it to the Executive Board ten calendar days before the opening date of the conference. Exceptions to this section will be at the discretion of the Executive Board.

Section 9: The order of business shall be determined by the Executive Board and shall include the following:

- (A) Call to order
- (B) Acceptance of the previous convention's meetings
- (C) Reports of officers and committees
- (D) Unfinished business
- (E) New business
- (F) Announcements
- (G) Adjournment

Article V: Executive Board

Section 1: The Association shall have an Executive Board with the power to carry on association business conventions.

Section 2: The voting members of the Executive Board shall include the SWMASC President, Vice President, Secretary, Treasurer, Parliamentarian/Historian, three (3) Division Representatives at Large, and the SWMASC Division Advisor.

Section 3: In the event that an elected officer is unable to complete the term in office, the vacancy shall be filled by an appointment of the Executive Board upon recommendations from member schools.

Section 4: The duties of the President shall be to:

1. Preside at Executive Board meetings shall be held as necessary.
2. Preside over convention business meetings and assemblies.
3. Have the power to call all meetings with the exception of any conventions.
4. Prepare an agenda for each Executive Board meeting.
5. Have the power to appoint a nominating committee prior to any convention.
6. Preside at Divisional meeting at the State Convention.

Section 5: The duties of the Vice President shall be to:

1. Preside at all meetings in the absence of the President.
2. Be responsible for typing and printing any resolutions which are submitted before the convention and presented at the convention.
3. Serve as chairperson of a standing Constitution committee. Other members to this committee will be appointed by the Executive Board.
4. Publish a newsletter detailing the activities of the Division and be responsible for its distribution to all member schools, division officers, and the state office.

Section 6: The duties of the Secretary shall be to:

1. Be custodian of SWMASC documents.
2. Be responsible for all official correspondence.
3. Keep minutes of all Executive Board meetings and of the convention business meeting. Copies of these minutes shall be given to each officer and printed in the newsletter for all member schools to have.
4. Be responsible for submitting resolutions and names of Divisional officers, resolutions made, and copy of Constitution, if amended, to Minnesota Association of Student Councils (MASC).

Section 7: The duties of the Treasurer shall be to:

1. Keep up-to-date records of the Division's financial status.
2. Submit the Treasurer's report to the Vice President to be printed in the newsletter.

3. Be in charge of collecting and disbursing money when fundraising and keep tabulations for each school, division, etc.

Section 8: The duties of the Parliamentarian/Historian shall be to:

1. Be the reference source for proper parliamentary procedure.
2. Keep up-to-date records of SWMASC activities.

Section 9: The duties of the Division Representatives at Large shall be to:

1. Assume duties of the Secretary his/her absence, as appointed by the President.
2. Perform any other duties directed by the President or outlined by this Constitution.

Section 10: The duties of the Division Advisor shall be to:

1. Attend all quarterly meetings and the Division convention.
2. Present an oral report at Executive Board meetings.
3. Present a written report at the Division convention outlining the year's financial activities.

Section 11: The duties of the Host School shall be to:

1. Be responsible for the financial records of the SWMASC with the help of the treasurer.
2. Be custodian of all SWMASC documents.

Section 12: The Executive Board will meet at least five (5) times each term. The locations shall be decided by the Executive Board. Dates shall be set before three months of time has elapsed since the state convention. All officers are required to attend meetings unless previously excused by the Division President.

Article VI: Elections

Section 1: Elections of officers shall be held at the annual SWMASC convention. The newly elected officers shall assume the duties of their office after the next state convention and serve until the following state convention is completed. Any non-senior class member in the senior high school shall be eligible for office.

Section 2: Formal nominations shall be made on the floor of the business meeting in a manner specified by the Executive Board. Nominations for office shall be made in accordance with the procedure determined by the Executive Board. No nominations shall be made without the personal approval of the candidate and his/her advisor, who shall work with the candidate to make appropriate speeches and campaigns within the guidelines of good taste.

Section 3: All member schools represented at the convention shall have one vote in elections and one vote on any other business transacted.

Section 4: In the event that more than two schools file for any one office, excluding the three Division Representatives at Large, a primary election shall be held. The two candidates receiving the highest number of votes shall be placed on the final ballot. If a tie results, the winning candidates will be selected by the Executive Board with an interview of the two candidates.

Section 5: In the election of the three Division Representatives at Large, one election will be held with all the candidates. The three candidates from different schools receiving the highest number of votes shall fill the positions of the three Representatives.

Section 6: In the event that a candidate runs for office and does not succeed, he/she will have the opportunity to run for another office, if desired.

Article VII: Dues

The Executive Board shall have the power to determine the amount, collection date, and method of collection of the annual membership dues.

Article VIII: Amendments

This constitution may be amended by a $2/3$ vote of the member schools present at the annual convention.