

# South Carolina Association of Student Councils

## Constitution and By-Laws

### Articles of Incorporation

Adopted March 1985

Amended March 2009

### **PREAMBLE**

We, the members of the South Carolina Association of Student Councils, in an effort to promote practices of good citizenship through active participation in the management of student affairs of our respective schools, do adopt this constitution.

#### *Article I* *Name*

The name of the organization shall be the South Carolina Association of Student Councils.

#### *Article II* **OBJECTIVES**

The objectives of this organization shall be:

To develop student leadership, good citizenship, and cooperation among the student councils of the state.

To serve as an incentive for the organization of more student councils in the state.

To cope with the problems of common interest to middle, junior high, and senior high schools throughout the state and to provide a forum for students to discuss these issues.

To assist all student councils in becoming more effective organizations within their school, community, state, and nation.

To facilitate the exchange of ideas and experiences between state member schools and the National Association of Student Councils (NASC).

To provide opportunities for students to practice the democratic process.

To provide leadership training for student council members and advisers.

To represent the student councils of South Carolina public affairs.

#### *Article III* **MEMBERSHIP**

- Section I. All middle, junior high, and senior high schools - public, private, or parochial with an active student council shall be eligible for membership in this organization.
- Section II. Any student council, which pays its dues, shall be a member for the calendar year for which the dues are paid.

*Article IV*  
**OFFICERS**

- Section I. The student officers of the association shall be **president, first vice-president, second vice-president** (from a junior high or middle school), **recording secretary**, and **corresponding secretary**.
- Section II. The term of office shall be one year.
- Section III. Qualifications for **president, first vice-president**, and **recording secretary**:
- A. Must be a rising junior or senior delegate attending the state convention.
  - B. Must be in good standing with their school at the time of their election and during their term of office.
  - C. Must have attended a state or national student council leadership workshop.
- Section IV. Qualifications for **second-vice president**:
- A. Must be from a middle school or junior high (6-9) and have one additional year of eligibility in the same school.
  - B. Must be a delegate attending the state convention.
  - C. Must be in good standing with their school at the time of their election and during the term of office.
  - D. Must have attended a state or national student council leadership workshop.

*Article V*  
**NOMINATIONS AND ELECTIONS**

- Section I. The president, first vice-president, second vice-president, and recording secretary shall be elected at the regular meeting of the association. The corresponding secretary shall be appointed by the executive director.
- Section II. All nominations, accompanied by written permission signed by the advisor and the principal, must be filed with the executive director, postmarked by the late registration deadline for the convention as set by the host school.
- Section III. Voting shall be by secret ballot, and a majority of the votes cast shall be necessary to elect. Only the official delegates and student members of the executive committee of the association who are present at the election session shall vote.
- Section IV. Should the president for any reason be unable to finish his/her term, the first vice-president shall fill the vacancy, and executive committee shall determine the site of the convention.
- Section V. Should any other officer of the association for any reason be unable to finish his/her term, the executive committee shall appoint a qualified member of the association to fill the vacancy.

*Article VI*  
**DUTIES OF OFFICERS**

- Section I. It shall be the duty of the **president** to:
- A. Preside at all meetings.

- B. Represent the association on all public occasions.
- C. Host the state convention.
- D. Appoint all committees related to the convention
- E. Represent the state at national conventions where feasible (determined by the State Executive Director).
- F. Perform any duties delegated to him/her by the Executive Director.

- Section II. It shall be the duties of the **first vice-president** to:
- A. Perform the duties of the president in his/her absence.
  - B. Coordinate workshops for the state convention with the president and present a list of workshop facilitators at the planning session.
  - C. Coordinate with the district chairpersons the district elections.
  - D. Perform any other duties delegated to him/her by the president.
- Section III. The **second vice-president** shall actively assist the president and the first vice-president; represent the interests of middle and junior high school; perform duties delegated by the president.
- Section IV. It shall be the duty of the **recording secretary** to keep the minutes of the annual meeting and all executive committee meetings and to undertake any other duty assigned to him/her by the president.
- Section V. It shall be the duty of the **corresponding secretary** to render all necessary assistance to the executive director.

## *Article VII*

### ***DISTRICT CHAIRPERSONS***

- Section I. A district chairperson, first vice-chairperson, and second vice-chairperson (from junior high or middle school) shall be elected by a majority of the official delegates of the District member schools attending a state convention. Candidates for District office must have attended a state or national student council leadership workshop.
- Section II. The chairperson shall serve until the end of the next state convention.
- Section III. It shall be the duty of the **district chairperson** to:
- A. Preside at all district meetings.
  - B. Plan and hold a fall workshop at his/her school.
  - C. Attend all meetings of the state executive committee, the summer workshop, and the state and national convention.
  - D. Send to the executive director after the fall workshop a detailed financial statement and any remaining balance.
  - E. Promote state membership in his/her district.
  - F. Handle all district correspondence and preside over district elections.
- Section IV. It shall be the duty of the **first vice-chairperson** to:
- A. Preside at all district meetings in the absence of the chairperson.
  - B. Attend all district meetings, summer workshop, and state convention.
  - C. Assist in planning the fall workshop.
  - D. Perform duties assigned to him/her by the chairperson.
- Section V. It shall be the duty of the **second vice-chairperson** to:
- A. Attend all district meetings, summer workshop, and the state convention.
  - B. Assist in planning the fall workshop.
  - C. Represent the interests of the middle and junior high schools in the district.

- D. Perform any duties designated to him/her by the district chairperson.
- E. Promote state membership of middle and junior high schools in the district.

***Article VIII***  
***EXECUTIVE COMMITTEE***

- Section I. The executive committee shall consist of the officers of the association, the executive director, the assistant executive director, and the chairperson of the district organization.
- Section II. The executive director shall be an advisor elected by the advisors of member schools attending the state convention.
- Section III. The duties of the executive director shall be to coordinate the work of the association, to advise the president on matters of procedure, and to keep all records.
- Section IV. The duties of the executive committee shall be to plan the annual convention and to carry on the work of the association.
- Section V. The student council advisors will draw up by-laws to be attached to this constitution covering the affairs of member schools.

***Article IX***  
***ADVISORY COMMITTEE***

There will be an advisory committee composed of advisors, one from each of the six student council districts and the president of the advisors' association and two additional representatives from middle-junior high schools appointed by the executive director. Each advisor of the student who is elected district chairperson at the state convention is automatically a district advisor and is on the advisory committee. It shall be the duty of the advisory committee, with the executive director, to advise on matters of policy and general promotion of the work of the association.

***Article X***  
***MEETINGS***

- Section I. A statewide meeting shall be held during the spring of each year at the school which the president attends at the time of his/her election.
- Section II. A district meeting of all councils in that district shall be held during the fall of each year.
- Section III. A planning session will be held annually that must be attended by the elected officials and their advisor(s) or a designee.

***Article XI***  
***AMENDMENTS***

To amend the constitution, proposed amendments must be submitted in writing to the president or the executive director three weeks before the convention. The amendment(s) must be approved by the majority of the amendment committee (composed of district officers) set up the executive

committee. Then, at the business meeting of the convention, it must be approved by two-thirds affirmations of the voting official delegates present.

***Article XII***  
***RATIFICATION***

The constitution shall go into effect when two-thirds of the member schools have ratified it.

***Article XIII***  
***REMOVAL FROM OFFICE***

Section I: Any state officer or district officer shall be removed from office for failing to carry out the duties specified in this constitution or for any other actions which are detrimental to the welfare and best interests of the association. Removal will be decided by two-thirds affirmations of the voting Executive Committee members present.

Section II: Any state officer or district officer shall be immediately removed from office for violations not limited to but including: 1) involvement in a criminal offense, 2) possessing or using alcohol or any illegal drug, and 3) any action/violation which results in removal from a leadership position by the said officer's school council.

Section III: Procedure for dismissal:

1. The said member shall be given a notice in writing.
2. The said member shall have five school days to request an appeal.
3. The appeal shall take place within ten school days from the appeal letter.
4. The decision of the appeal committee is final.

The Appeal Committee shall be composed of the executive director, the assistant executive director, the president of the Advisors' Association, the president-elect of the Advisors' Association, the state officers, and the members of the Advisory Committee.

# **SCASC BY-LAWS**

## ***Article I*** ***STANDING COMMITTEES***

Standing Committees and other committees, as they become necessary, shall be appointed by the president with the consent of the Executive Director.

## ***Article II*** ***FINANCE***

- Section I. Membership fees in the association shall be \$50.00 per year regardless of the size of the school.
- Section II. The fiscal year of the association shall begin January 1.
- Section III. Registration fees for the annual convention shall be set by the host school with the approval of the Executive Director.
- Section IV. Expenses for state officers to the national convention will be shared by the state association and their school. The state association will pay the registration fee; the school will pay the transportation except in the case of the corresponding secretary whose expenses will be paid by the association.
- Section V. The finance records of the Association shall be presented to the advisors at the Advisor Business of the annual state convention in March. Detailed records shall be reviewed and audited by the standing finance committee with presentation to the Advisors Association meeting on Sunday morning at the annual state convention in March.
- Section VI. In the event that the Association shall cease to exist, the remaining monies shall be dispersed equally among the member schools at that time.

## ***Article III*** ***NUMBER OF CONVENTION DELEGATES***

Each school shall be allowed to send two official delegates, together with the advisor, excluding executive committee members, to the convention. The host school shall determine the number of unofficial delegates which can be accommodated. All delegates will be housed in private homes or in hotels as determined by the host school. Whether a convention will be a hotel convention or a housed convention must be made clear when a school campaigns.

## ***Article IV*** ***ADVISORS***

Any school running someone for a state office must have an advisor who has had one year's experience as a student council advisor and who has attended an SCASC state convention. Any school running someone for a district office must have an advisor who has had one year's experience as a student council advisor and who has attended an SCASC district rally.

*Article V*  
**ADMENDMENTS**

Changes in the by-laws will be made by a two-thirds vote of the member schools of the executive committee.

*Article VI*

Any organization or individuals, commercial or otherwise, wishing to display materials, perform an activity, or interview students at any SCASC meeting must have the prior approval of the Executive Director.

***Advisors' Association By - Laws***

1. There will be two advisors' business meetings at the state convention to be held at the discretion of the executive director.
2. Voting will be reserved to those advisors whose schools are members of SCASC.
3. Requirements for **State Executive Director** of SCASC:
  - A. Must be a student council advisor with at least six (6) years experience or have retired from a member school.
  - B. Must have attended at least three conventions within the last five years and be in attendance at the time of election.
  - C. Must have attended the SCASC leadership camp.
  - D. Must have attended a national association conference, a national advisors' workshop, or have hosted a state, southern, or national conference.
  - E. Election will be held every three years.
4. The requirements for the **Assistant Executive Director** of SCASC will be the same as the Executive Director.
5. Requirements for the **President of the Advisors' Association**:
  - A. Must have attended at least two consecutive state conventions
  - B. Must be a student council advisor with at least four years experience.
  - C. Must be an advisor of a member school.
6. Duties of the **President of the Advisors' Association**:
  - A. Assist the Executive Director in planning and preparation for the advisors' workshops during the advisors' meeting and the state convention.
  - B. Attend the SCASC Summer Workshop the summer following the election, if possible.
  - C. Appoint a recording secretary for the business meeting at the state convention (two years).
  - D. Appoint a temporary replacement for the president-elect, in case he/she is unable to fulfill the duties.

7. The election for **President** and **President-elect** will take place at the annual business meeting at the state convention (two years).
8. The **President-elect** will serve as chairperson of the nominating committee with the committee to consist of the advisors to the six district chairpersons.
9. The **President** and **the President-elect** must attend the Advisors' Workshop.
10. The duties of the **Recording Secretary** shall be to keep minutes of the business meeting at the state convention and the business portion of the Advisors' Workshop and then turn them over to the Executive Director who shall prepare them to be read at the state convention and/or posted on the website.