

West Virginia Association of Student Councils Constitution

October 11, 2010

ARTICLE I: Name

The name of this organization shall be the **West Virginia Association of Student Councils**.

ARTICLE II: Purpose

Section 1: The purpose of this association shall be:

- A. To provide leadership training
- B. To assist in organizing and maintaining High School and Middle School/Junior High School councils throughout the state
- C. To promote student participation in the National Association of Student Council activities as sponsored by The National Association of Secondary School Principals

Section 2: This organization will acquire state tax exempt status and fully comply with the stated provisions.

ARTICLE III: Membership

To become a member of WVASC, the school principal and advisor(s) shall submit a membership form to the Executive Director accompanied by the payment of annual dues. This membership needs to be renewed annually.

The request must first be approved by the **Executive Board and a three-fourths vote of all member schools present at the Annual Convention**. After approval of membership, that school becomes a member with equal privileges except as otherwise stated in this Constitution.

It shall be recommended that these schools also join the National Association of Student Councils.

ARTICLE IV: Officers

Section 1: Student Officers

- A. The student officers of this association shall be **President, Vice-President, Secretary, Senior High Representative and Middle/Junior High Representative**.

B. Nomination and Election

1. All candidates for office shall be members of schools which have held membership in the state association for at least the two previous years before the candidates run for office, and the candidates must be voting delegates from their school.
2. Only voting delegates are permitted to address the main assembly for the purpose of nominating a candidate for office.
3. The candidates for **President, Vice-President, Secretary and Senior High Representative must be a junior** at the time of the election. The **Middle/Junior High Representative must be an eighth grader**.
4. Because the Middle School/Junior High Representative may likely attend two different schools during their term, **two letters must be submitted in order to assure clear communication of the schools' obligations**. A letter of support is required of the **principal and an advisor** of both the current middle/junior high and the receiving high school (if this applies). The letter from the advisors must specifically state that he/she will commit to support the candidate by attending executive board meetings as well as assisting the student in fulfilling the duties of the office. A parent or appointed school-related adult must be present when the current advisor is unable to attend meetings. Finding a substitute is the responsibility of both the advisor and student if elected.
 - (a) If any officer transfers during their elected year, the transferring school must be or become a member of WVASC within thirty days.
 - (b) A letter of support must be received from said school from both the principal and an advisor within thirty days.
 - (c) If this fails to occur, the executive director will make a new appointment based upon the recommendation of the Executive Board: if said officer is president, the vice-president will become the new president. The remaining officers will be appointed by the Executive Board.
5. The advisor of the student running for office must be in attendance at Fall Convention. This advisor must also attend the first and last day of Summer Workshop to assist with set-up and clean-up. If the advisor is unable to attend, said advisor must send a designee **from that school** with a statement by an **official school advisor along with** a statement of of commitment from the school's principal.

6. A credentials Committee must verify that all required forms for candidacy are present and valid as per Section IV, B1-4 of the Constitution. This committee shall be appointed at the convention by the Executive Director. Said committee shall consist of three members consisting of advisors and students. This committee should represent various areas of the state. The candidate **must be present during this time**. The filing papers must include a form from each candidate. This form must validate the qualifications for said office and may include a platform. This form must be filled out completely and have all required signatures. After examining all required forms officially presented to them, the committee shall determine eligibility to run for office. The candidates shall have their names placed in nomination for office having been approved by this committee. Time shall be set aside for campaign speeches in the presence of the assembly. Only the candidate may be present on stage during the time the speech is given. **A copy of the candidate's speech must also be presented for perusal by members of the elected adult officers at this time. This speech may not be altered without the permission of the Executive Director.**
7. Candidates for office in the West Virginia Association of student councils may not exhibit or distribute printed material, pictures, place cards, posters, gifts, or do prior campaigning in support of their candidacy. All campaigning must be done by "word of mouth."
8. The candidate receiving the greatest number of votes for each office shall be declared elected. The **Senior High Representative** will be chosen from the nominees that ran for the other high school offices and would be willing to accept the office of Senior High Representative. This position will be voted upon only by the senior high delegates.

C. Duties of Student Officers

1. **President:** Shall be the chief executive of the association and of the Executive Board; shall execute all orders and resolutions of the Executive Board and of the state association; may appoint such committees as he/she deems necessary; appoint a parliamentarian prior to the Fall Convention; and shall otherwise exercise those duties usually assigned to the office.
2. **Vice President:** In the absence or disability of the president shall perform the duties and exercise the powers of the president; be responsible for maintaining and updating the website; and perform such duties as the Executive Board shall impose upon him or her.

3. **Secretary:** Shall keep the minutes of all meetings of the Association and the Executive Board meetings; also be responsible for other communications as deemed appropriate by the Executive Board.
4. **Senior High Representative:** Shall attend all meetings of the Association and of the Executive Board meetings; be in charge of a public relations program to promote the WVASC and its goals; he/she shall also perform such duties as the Board shall impose.
5. **Middle/Junior High Representative:** Shall attend all meetings of the Association and Executive Board; should endeavor to contact all middle/junior high schools concerning the activities of the Association.

D. Removal of Officers

1. Any officer may be removed from office for failure to:
 - A. attend Summer Leadership Workshop, Fall Convention, Legislature Day, or Super Leadership Day without prior approval of the Executive Director.
 - B. faithfully discharge the duties of the office.
 - C. be a member in good standing of their school student council.
 - D. maintain satisfactory grades (2.0 GPA) or appropriate behavior.
2. The members of the Executive Board shall meet when a majority feels there is a problem with an officer or when the Executive Director declares that an officer's performance needs to be reviewed.
 - A. The officer in question shall be given the opportunity to appear before the Executive Board to explain his/her actions.
 - B. The officer may be removed from office by majority vote of the Executive Board.
 - C. Any vacancy in office will be filled by the runner-up for that office. In the event of a tie for the runner-up position, the Executive Board shall select between those persons tied for that office. In the event that there is no runner-up, the Executive Board will appoint a replacement.

Section 2: Advisory Council

- A. There shall be an Advisory Council composed of all advisors attending the Annual Convention.
- B. The Advisory Council shall:
 - 1. elect a minimum of two advisors from those attending the convention to serve a two year term on the Executive Board. If an advisor is unable to complete a term on the Board or a vacancy occurs, the Board will appoint an advisor to fill this position to the end of the term.
 - 2. elect a recorder from the newly elected advisors. The recorder will advance to the position of chairperson during the second year in office.
 - 3. elect the Executive Director, Senior High Director, and the Middle/Junior High Director who shall serve for three years.
 - 4. give approval to bills relative to amending the Constitution or By-Laws before such bills are presented to the Delegate Assembly of the Association.

C. Duties of the Chairperson and Recorder

- 1. The chairperson shall serve for one year as head of the Advisory Council. It shall be the duty as chairperson to appoint a nominations committee from the Advisory Council which shall place in nomination one or more candidates for the office of Executive Director. In the event of the executive director's inability to serve after elected, the chairman shall serve in that capacity until an election is held at the next annual convention.
- 2. The recorder shall serve as secretary to the Advisory Council for one year, and with the approval of the Advisory Council, become chairperson and serve for one additional year in this office.

Section 3: Adults Officers

- A. Shall include the Executive Director, Senior High and Middle/Junior High Directors, Summer Workshop Director, and Treasurer.
- B. The Executive Director, Senior High Director, and Middle/Junior High Director shall be nominated and elected by the Advisory Council.

- C. The positions of Summer Workshop Director and Treasurer will be selected by the Executive Board.
- D. The requirements for these offices shall include attendance by this individual at the Annual Convention during the two previous years prior to his/her election. This individual shall also have experience as a school advisor for two years.
- E. The Executive director shall be the permanent custodian of the records, Constitution and By-Laws, reports, and other properties of the Association. He/She shall speak and act for the advisors in formulating policies and in giving advice to the other officers of the Association. This individual shall have charge of all publicity of the Association. The Executive Director may receive and disperse monies of the Association.
- F. When the office of Executive Director, Senior High Director, Middle/Junior High Director, Summer Workshop Director, or Treasurer is terminated or becomes vacant due to resignation before the full term has been served, a successor shall be appointed for the duration of the year by the Executive Board. An election shall be held for a vacancy at the next Annual Convention or Executive Board meeting.

Section 4: The Executive Board

- A. The Executive Board will be composed of: the Chairperson and Recorder selected by the advisors at the business meeting at the Annual Fall Convention, the President, Vice-President, Secretary, Senior High Representative, and the Middle/Junior High Representative elected by popular vote at the Annual Fall Convention of the Association, their respective advisors, the Executive Director, Senior High Director, Middle School/Junior High Director, Summer Workshop Director and Treasurer, and the adult representatives elected by the Advisory Council. Other members may be appointed as needed by the Executive Director.
- B. The direction of the affairs of the Association, except as otherwise herein provided, shall be vested in the Executive Board. **Major financial decisions recommended by any adult officer (Section 3) should be approved by this Board.**
- C. This Board may accept the resignation of any officer. A majority of the Board shall constitute a quorum (more than half the members) for the transaction of business.

- D. Meetings of the Executive Board may be called by the Executive Director and President, provided that a two week notice has been given.
- E. The Executive Board will elect the Summer Workshop Director and Treasurer to a three-year term.
- F. All monies of the Association and Summer Workshop shall be supervised by this Board. A bi-annual report of accounts of these two entities shall be presented to this Board for approval.
- G. Alignment of the Executive Board Elected Adult Officers:

Executive Director

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| Senior High Director | Middle/ Junior High Director | Treasurer | Summer Workshop Director |
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Article V: Committees

Section 1: The standing committees of the Association shall be: The Credentials, Auditing, Election, Legislative, and Resolutions committees.

Section 2: Other committees may be appointed at the discretion of the Executive Director and President as needed. These are to be affirmed by The Executive Board.

Section 3: A member of the Executive Board as appointed by the Executive Director shall be a part of each committee.

Article VI: Delegate Representative

Each school holding membership in the Association (WVASC) shall be entitled to send the Annual Fall Convention: a(n) advisor(s), and three voting delegates and other non-voting delegates. Other school-approved representatives and advisors may be approved to attend by the Executive Director. The total school delegation number attending from each member school is under the discretion of the Executive Director.

Article VII: Amendments of the Constitution and By-Laws

The Constitution or By-Laws may be amended by a three-fourths vote of all member schools in attendance at the Fall Convention of the Association. An amendment of the Constitution or By-Laws may be proposed by the Executive Board, Advisory Council or by any voting delegate at the Convention. The proposed revisions must undergo three readings. The proposed amendment must be approved by the Advisory Council before it is presented to the Delegate Assembly for its final consideration.

WVASC By – Laws

October 11, 2010

Article I: Membership

Section 1 Schools will be assessed an annual membership dues. It is suggested that these dues be paid in October by the time for the Annual Fall Convention. The amount will be determined by the Executive Board. New or returning schools with lapsed membership must be approved by the Advisory Council.

Section 2 Schools who fail to pay annual dues for one year may pay dues for the current year only and retain membership.

Section 3 Schools who fail to pay annual dues for more than one year shall be re-admitted as new members.

Section 4 All new schools must present a copy of their student council constitution to the Executive Director at the time the request is made.

Article II: Rules

When otherwise not provided in the Constitution or By-Laws, Robert's Rules of Order (newest available version) shall be the official parliamentary procedure guide.

Article III: Balloting

Section 1 Balloting for state officers shall be by secret ballot.

Section 2 Each member school is entitled to three votes.

Section 3 A school whose dues have not been paid for the present year shall not be entitled to vote in the Annual Fall Convention.

Article IV: Elected Adult Officers

There shall be established and maintained a job description for each office to be approved and or revised by approval of the Executive Board.

Article V: Dissolution of the Organization

In the event of dissolution, the residual assets of this organization will be distributed to one or more tax exempt organizations as recognized by the Internal Revenue Code, or the federal, state, or local government for exclusively public purposes.