

# Constitution of the Southern Association of Student Councils

(Revised October 14, 2016)

## PREAMBLE

We the members of the Southern 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 and states do adopt this constitution.

## ARTICLE I: NAME

The name of this organization shall be the Southern Association of Student Councils.

## ARTICLE II: PURPOSE

The purpose of this organization shall be to unite all student councils in an effective organization that will establish a more perfect union between councils of each state through the promotion of leadership and citizenship.

## ARTICLE III: MEMBERSHIP

Secondary schools, both public and private, of the states of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia are eligible for membership in this Association and shall be entitled to all privileges upon payment of dues.

## ARTICLE IV: ASSOCIATION OFFICERS

1. Officer schools and term of office:
  - a. The officer schools of this organization shall be President, President-elect, Vice President, Secretary, and Parliamentarian.
  - b. Officer schools shall be elected by the official delegates in attendance at the annual conference and shall serve for one year, with the exception of the President-elect whose term shall be President-elect for one year and President for one year.
2. Adult officers and terms of office:
  - a. The adult officers of this organization shall be an Executive Director and two Assistant Advisors.
  - b. The Executive Director shall be elected by the adult advisors, one vote per member school, in attendance at the annual conference, for a term of three years, and shall be eligible for re-election.
  - c. Two Assistant Advisors shall be elected by the adult advisors, one vote per member school, in attendance at the annual conference, for a term of two years, and shall be eligible for re-election.
    - i. The Assistant Advisors will be elected in alternating years unless a position becomes vacant.
  - d. The two Assistant Advisors shall not be from the same state.

#### ARTICLE V: AMENDMENTS

1. Amendments to the constitution may be proposed by any member of the Association. Proposed amendments must be sent to the Parliamentarian and the Executive Director at least thirty (30) days prior to the opening of the annual conference.
2. Copies of proposed amendments shall be sent by the Parliamentarian to all member schools at least two (2) weeks prior to the opening date of the annual conference.
3. The proposed amendment shall be read at the first general session during the annual conference and shall be voted on by the delegates at the last general session, two-thirds of the votes cast being necessary for ratification.
4. Two-thirds of the votes cast must be in favor of the amendment for ratification.

#### ARTICLE VI: REVISION

This constitution may be revised in the following manner: A Constitution Committee appointed by the SASC Executive Director and chaired by the Parliamentarian school may present a proposed revision of the Constitution to the Executive Committee of the Association for its consideration. If the proposed revision is approved by this group, the parliamentarian school shall send copies of the proposed revision to all members of the Association for acceptance or rejection. If accepted by two-thirds of those voting within a time specified by the parliamentarian school, such time to be not less than thirty (30) days after the copies are mailed out, the revised Constitution shall become effective upon mailing of notification by the Executive Director to member schools.

#### ARTICLE VII: RATIFICATION

A copy of this revised constitution shall be sent to all members of the Association with an official ballot which shall be marked and returned to the parliamentarian school within thirty (30) days after it is mailed. A two-thirds majority of those voting shall be required for adoption. If accepted, this revised constitution shall become effective upon mailing of notification by the Executive Director to member schools.

#### ARTICLE VIII: PROCEDURE

Unless otherwise stated in this Constitution, *Roberts' Rules of Order*, Revised Edition, shall govern all Association procedures.

# Southern Association of Student Councils By-Laws

## Article I: Eligibility

1. All school holding office must:
  - a. Have been SASC members for two previous years, and whose dues are current.
  - b. Have been in attendance at the two previous year's SASC conferences.
  - c. Present to the parliamentarian thirty (30) days before the annual conference a written statement from their principal indicating the ability and willingness of their school to fulfill the obligations of the office.
2. The adult officers shall be members of the faculties of schools meeting the requirements in 1a and 1b.
3. Any eligibility requirement may be waived by a 2/3 majority vote of the Executive Board.

## Article II: Meetings

1. Association will hold one conference each year. Proposed dates will be suggested by the host school and approved by the Executive Board.
2. The host school will set a quota for delegates to the conference, with approval of the Executive Board. All in excess of this number must be approved by the host school.
3. A registration fee shall be charged every delegate who attends the conference. The host school and the Executive Board will determine the fee.
4. From the registration fees, \$10 per delegate will be returned to SASC.

## Article III: Election of Officers

1. Officer school shall be elected by one vote from each member school in attendance at the annual conference and shall in turn select students who will hold the offices in the names of their schools.
  - a. The student(s) delivering the two-minute speech must be the student representative(s) to the office.
  - b. If the student is unable to fulfill the duties and the office is vacated, the officer school will appoint a replacement.
2. The Executive Director and the Assistant Advisors shall be elected at the advisor business meeting by one vote per each member school in attendance at the annual conference.
  - a. The Executive Director will be elected from member schools in attendance at the annual conference.
  - b. Adult advisors will present to the Parliamentarian school an Intent to Run Form thirty (30) days before the annual conference indicating their ability and willingness to fulfill the obligations of the office, and will be elected from member schools in attendance at the annual conference.
3. A simple majority vote shall be used in all elections.
4. In the case that no candidate receives the majority vote, a run-off will take place between the two candidates receiving the highest number of votes in the original election.

#### Article IV: Duties of the Officers

1. The duties of the President shall be:
  - a. To serve as host to the annual conference, preside at all general sessions, and make all necessary arrangements, including financial arrangements, for the conference.
  - b. To appoint committees and give the keynote address at the annual conference.
  - c. To submit a complete financial report of the conference to the Executive Director before the close of the school year in which the conference is held.
2. The duties of the President-elect shall be:
  - a. To attend the Executive Board meetings and shadow the current President.
  - b. To assume the duties of the President at the conclusion of the current year's conference.
  - c. To aid the Assistant Advisors with the project and awards duties.
  - d. To be the administrator for the SASC social media communications.
3. The duties of the Vice President shall be:
  - a. To preside in the absence of the President.
  - b. To preside during the campaigning and voting sessions.
  - c. To arrange for discussion groups and leaders.
4. The duties of the Secretary shall be:
  - a. To record minutes of the meetings.
  - b. To create a conference report and submit it to the Executive Board to be published.
5. The duties of the Parliamentarian shall be:
  - a. To see that the Constitution and By-laws and correct parliamentary procedure are followed at all general sessions.
  - b. To receive proposed amendments to the Constitution and By-laws and see that all current member schools are sent copies of the proposed amendment at least two weeks prior to the opening date of the annual conference.
  - c. To serve as timekeeper during the campaign assemblies or rallies during the conference, unless running for office, then another officer school will assume these duties.
6. The duties of the Executive Director shall be:
  - a. To assist officer schools in planning the annual conference.
  - b. To maintain, collect, and disburse all funds for membership, sale of merchandise, and annual conference. To present an annual report on same at the annual conference.
  - c. To preside over all advisor meetings.
  - d. To fill any vacancy in the Association with assistance from the other Assistant Advisors.
  - e. To appoint non-voting positions to the Executive Board as needed, with final approval from the board.

7. The duties of the Assistant Advisors shall be:
  - a. To help host schools in all possible ways in planning the annual conference.
  - b. To promote plan and facilitate the scholarship and awards segments of the conference.

#### Article V: Committees

1. There shall be a budget committee appointed by the three adult officers and composed of at least three student council advisors.
2. There shall be an auditing committee appointed by the three adult officers and composed of at least three student council advisors.
3. There shall be a projects committee appointed by the President and consisting of five student members, each from a different school, and with the advisor from the chair school serving as the adult advisor.
4. There shall be an executive board composed of the three adult officers along with one student and one adult from each present office school.

#### Article VI: Duties of the Committees

1. The Executive Board shall:
  - a. Meet at least once during the year to attend to the business of the Association and to help make plans for the next conference. Emergency meetings may be called by the Executive Director with the approval of the assistant advisors.
  - b. Have the power to make emergency and temporary decisions pertaining to any phase of the operation of the Association either at the regular planning session or at a special meeting called by the adult officers.
2. The budget committee shall:
  - a. Present during the business meeting of the adult delegates a proposed budget for adoption.
  - b. Give a report on the adopted budget at the closing session.
3. The projects committee shall:
  - a. Recommend proposed projects and review past projects.
  - b. Present a list of recommendations to the Assistant Advisor, overseeing the committee, for approval by the Executive Board.
4. The auditing committee shall:
  - a. Audit the financial records of the Association for the previous year.
  - b. Report its findings to the delegates at the closing session of the conference.

#### Article VII: Finances

1. Annual membership dues shall be set by the Executive Board.
2. These dues shall be paid to the Executive Director prior to the annual conference.
3. The host school shall charge a registration fee for each conference delegate. The host school and the Executive Board shall determine the amount.
4. Funds in the Association treasury shall be used to:
  - a. Finance the yearly report.
  - b. Carry on the expenses of the office of Executive Director.

- c. Pay partial expenses of the three adult officers in attending the conference planning session and Executive Board Meeting.
  - d. Help defray the expenses of the officer schools in attending the planning session and Executive Board meeting.
  - e. Finance the expenses of emergency meetings if called by the adult officers.
5. Annual accounting of funds shall be published in the yearly report.
  6. The officer schools shall finance their activities except those provided elsewhere in the constitution and by-laws.

#### Article VIII: Adult Delegates

1. Advisors and other adult delegates attending the conference shall meet in business session at least once during the annual conference presided over by the Executive Director.
2. The Executive Director shall also plan sessions for advisors as needed.

#### Article IX: Amendments

These by-laws can be amended at any regular meeting of SASC by a two-thirds vote of member schools in attendance, provided that the amendment has been submitted in writing to the Parliamentarian at least thirty (30) days in advance. Any change in the by-laws shall go into effect immediately upon approval.