

# North Carolina Association of Student Councils

## Constitution

### Articles of Incorporation

Adopted – April 18, 2005; Amended 3-9-09

#### Article I Name

The name of this organization shall be the North Carolina Association of Student Councils (NCASC).

#### Article II Affiliation

This association shall be affiliated by written agreement with the National Association of Student Councils (NASC) which is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP).

#### Article III Mission and Purposes

Section 1. The mission of the North Carolina Association of Student Councils is to promote the establishment and maintenance of effective student councils in the state and to provide opportunities to enhance student leadership development.

Section 2. The purposes of the North Carolina Association of Student Councils shall be:

- a. To encourage the development of new student councils in middle and high schools.
- b. To provide leadership training for student council members and advisers.
- c. To assist all student councils in becoming more effective organizations within their school, community, and state by providing resources and materials relating to student council work.
- d. To assist student councils and their leadership to focus on relevant issues that affect them and to seek solutions to the ever-changing challenges that arise in middle and high schools.
- e. To encourage student councils to provide opportunities for the building of civic skills and attitudes such as participation in elections, discussion and debate of issues, and collaborative decision making.
- f. To encourage active, ongoing broad-based participation in leadership training activities at the school, district, state, regional, and national levels.
- g. To unite in one organization all student councils in the state to provide a unified voice for the youth of North Carolina.
- h. To cooperate in purpose and function with the National Association of Student Councils (NASC) and other creditable organizations whose purposes are consistent with those of the NCASC.
- i. To recognize individuals and councils for their service and contributions toward the fulfillment of the mission and purposes of the North Carolina Association of Student Councils.

## **Article IV Membership**

- Section 1. All middle or high schools in North Carolina that have a student council or similar official student organization shall be eligible for membership upon payment of annual dues.
- Section 2. The NCASC membership year shall be from July 1 to June 30.

## **Article V State Officer Schools and Duties**

- Section 1. The elected state officer schools of the association shall be: president, president-elect, first vice president, second vice president, and secretary.
- Section 2. The term of office shall be one year except president-elect which shall be a two year term.
- Section 3. The officer school student council shall designate one student member of its council to serve as the school's representative on the Executive Board and to hold the title of the office. The student shall be enrolled in the officer school during the term of office and be a member in good standing with his/her school at the time of election and during the term of office. The second vice president representative shall be enrolled in a middle school at the time of the school's election as an officer school and must have one additional year of eligibility in the same school. The president-elect representative shall have previously attended a state convention at the time of the school's election as an officer school. The president-elect representative shall have attended a state or national student council leadership workshop before the school's term as President-Elect has concluded. Officer school representatives shall meet all other requirements as prescribed in the by-laws.
- Section 4. The state officer schools shall be elected at the annual convention of the association. Voting shall be by secret ballot by student representatives of member schools present at the time of voting in a manner prescribed in the by-laws. A majority of the votes cast shall be necessary for election. If election does not occur after the first vote, the two candidate schools receiving the highest number of votes cast during the first vote shall be on the second ballot. Candidate schools shall comply with the filing process and campaign regulations as prescribed in the by-laws.
- Section 5. The Executive Board shall appoint an eligible and willing member school to serve as an officer school if no member school files for election to any office. The Executive Board shall appoint an eligible and willing member school to complete a term if the elected school cannot complete the term of office. The Executive Director shall facilitate the process of filling a vacancy.
- Section 6. It shall be the duty of the President School to:
- a. preside at meetings of the Executive Board and the state convention
  - b. represent the association on all public occasions and student council events where feasible
  - c. appoint all committees required by the constitution, by-laws, or approved by the Executive Board
  - d. host the annual state convention
  - e. facilitate development of the annual theme for association activities

- f. implement the convention program as approved by the Executive Board
- g. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- h. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

Section 7. It shall be the duty of the President-Elect School to:

- a. preside at meetings of the Executive Board in the absence of the President school
- b. assist the President School to plan the annual state convention
- c. coordinate, facilitate, and conduct state and district officer school elections in accordance with the constitution and by-laws
- d. conduct outreach activities and recruit non-member schools as approved by the Executive Board
- e. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- f. assume the office of President at the conclusion of the school's term as President-Elect.
- g. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

Section 8. It shall be the duty of the First Vice President School to:

- a. coordinate and facilitate the association's recognition and awards programs
- b. serve as the association's parliamentarian
- c. coordinate, facilitate, and/or implement special projects or initiatives approved by the Executive Board
- d. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- e. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

Section 9. It shall be the duty of the Second Vice President School to:

- a. represent the interests of middle schools within and on behalf of the association
- b. plan, facilitate, and/or implement events designed for middle school councils as approved by the Executive Board
- c. assist the President School to plan middle school sessions at the state convention
- d. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- e. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

Section 10. It shall be the duty of the Secretary School to:

- a. compile and keep the minutes of Executive Board meetings
- b. maintain and distribute contact information for members of the Executive Board
- c. provide directions, notices, and the agenda of meetings to Executive Board members
- d. collect and provide officer school articles, all minutes, and summary reports for the state workshop and convention to the Executive Director when requested

- e. maintain and distribute association documents, member handbook and other information as requested by the Executive Board or Executive Director
- f. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- g. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

## **Article VI District Committee Schools and Duties**

- Section 1. To increase the membership and to provide opportunities for more students to participate in leadership development activities and student council events, the counties of the state shall be organized into districts. The districts are entities established by the North Carolina Association of Student Councils and as such shall operate within the governance structure as set forth within this constitution and by-laws. District boundaries as determined by the Executive Board shall be listed in the by-laws.
- Section 2. The elected district committee schools of the association shall be: chairman, high school vice chairman, and middle school vice chairman.
- Section 3. The term of office shall be one year.
- Section 4. The district committee school student council shall designate one student member of its council to serve as the school's representative on the District Committee and to hold the title of the office. The student shall be enrolled in the district committee school during the term of office and be a member in good standing with his/her school at the time of election and during the term of office. The middle school vice chairman shall be enrolled in a middle school at the time of the school's election as a district committee school and have one additional year of eligibility in the same school. The chairman shall have attended a district, state or national student council leadership event at the time of the school's election as a district committee school. District committee school representatives shall meet all other requirements as prescribed in the by-laws.
- Section 5. The district committee schools shall be elected at annual convention of the association. Voting shall be by secret ballot by student representatives of member schools located within the district and present at the time of voting in a manner prescribed in the by-laws. A majority of the votes cast shall be necessary for election. If election does not occur after the first vote, the two candidate schools receiving the highest number of votes cast during the first vote shall be on the second ballot. Candidate schools shall comply with the filing process and campaign regulations as prescribed in the by-laws.
- Section 6. The District Director shall appoint an eligible and willing member school to serve as a district committee school if no member school files for election to any district committee position. The District Director shall appoint an eligible and willing member school to complete a term if the elected school cannot complete the term of office.
- Section 7. It shall be the duty of the district chairman school to:
- a. preside at all district committee meetings
  - b. plan and host a fall conference at district chairman's school
  - c. attend all meetings of the state Executive Board, the summer workshop, the state convention, and if feasible, the national conference

- d. send to the district director after the fall conference a financial statement, excess funds, and the delegate assessment as prescribed in the by-laws
- e. assist the vice chairmen to promote association membership, events, and activities in the district
- f. determine the frequency and logistics of district committee meetings with the approval of the District Director
- g. perform any other duties requested by the Executive Board or District Director

Section 8. It shall be the duty of the district high school vice chairman school to:

- a. preside at district meetings in the absence of the chairman school
- b. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
- c. assist in planning the fall conference
- d. promote association membership
- e. promote events and activities among high schools in the district
- f. perform any other duties assigned by the chairman school or District Director

Section 9. It shall be the duty of the district middle school vice chairman school to:

- a. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
- b. assist in planning the fall conference
- c. represent the interests of middle schools on the district committee
- d. promote association membership
- e. promote events and activities among middle schools in the district
- f. perform any other duties assigned by the chairman school or District Director

## **Article VII Adult Leadership**

Section 1. The adult leadership of the association shall be: an executive director, assistant executive director, a district director from each district, the adviser of each state officer school, and the adviser of each district chair or vice chair school. The executive director, assistant executive director and the district directors shall constitute the Board of Directors in compliance with the Articles of Incorporation of the state of North Carolina. Other adults shall serve the association in capacities as prescribed in the by-laws.

Section 2. The Executive Director shall be elected by the advisers of member schools in attendance at the adviser's business meeting at the state convention. The term of office shall be three years. The Executive Director shall be eligible for re-election. The Assistant Executive Director shall be recommended by the Executive Director and approved by the Executive Board for a term to coincide with that of the Executive Director. In the event of a vacancy in the Executive Director's position, the Board of Directors shall appoint an adult serving on the Executive Board to serve until a new Executive Director election is conducted at the next state convention.

Section 3. The duties of the Executive Director shall be to:

- f. promote the mission and purposes of the NCASC
- g. coordinate the routine office work of the association

- h. serve as the financial officer and treasurer of the association
- i. maintain the historical and legal documents of the association
- j. represent the association at district, state, regional, and national student council events
- k. facilitate the summer workshop
- l. promote and coordinate NASC activities in the state and coordinate the state delegation's travel and registration for the national conference
- m. maintain membership in and attend meetings of the state student council executive directors association
- n. supervise the maintenance of the association's website
- o. advise officer schools on matters of procedure and standard operating processes
- p. serve as a resource to District Directors
- q. serve as a resource for student council advisers
- r. perform any other duties assigned by the Executive Board or Board of Directors
- s. serve as a member of the Board of Directors

Section 4. The duties of the Assistant Executive Director shall be to:

- a. promote the mission and purposes of the NCASC
- b. assist the Executive Director to perform and complete his/her duties
- c. represent the association at district, state, regional, and national student council events
- d. coordinate association activities for middle level schools
- e. provide training for and support to middle level student leaders serving at the district and state levels and their advisers
- f. serve as a member of the Board of Directors

Section 5. The District Directors shall be elected by the advisers of member schools located within the district who are in attendance at the adviser's business meeting at the state convention. The term of office shall be three years. District Directors shall be eligible for re-election.

Section 6. The duties of the District Directors shall be to:

- a. promote the mission and purposes of the NCASC
- b. coordinate the routine office work of the district
- c. represent the association at district, state, regional, and national student council events when feasible
- d. advise district committee schools on matters of procedure and standard operating processes
- e. approve the frequency and logistics of district committee meetings as proposed by the district chairman school
- f. serve as a resource to district committee schools
- g. serve as a resource for student council advisers in the district
- h. work with the district chairman school to plan the fall conference
- i. work with the Executive Director to secure funds to conduct district activities
- j. perform any other duties requested by the Executive Director or Board of Directors
- k. focus on networking with new advisers and provide adviser training at district events
- l. serve as a member of the Board of Directors

Section 7. The advisers of state officer schools and the district chairman schools shall be members of the Executive Board. It shall be the expectation of these advisers to attend all meetings,

workshops, and conventions with the student representative; to secure the necessary support from the school in whatever form that may be necessary in order to fulfill the duties of the office to which the school has been elected; and to provide support and guidance to the student representing the school on an association board or committee.

## **Article VIII Executive Board and Duties**

Section 1. There shall be an Executive Board consisting of the individuals elected or appointed to the following positions: President School student and adviser; President-elect School student and adviser; First Vice President School student and adviser; Second Vice President School student and adviser; Secretary School student and adviser; District Chairman School(s) student and adviser; District Middle and High School Vice Chairman School(s) student and adviser; District Director(s); the Executive Director; the Assistant Executive Director. Each of these members shall have a vote. A majority of the Executive Board members present shall constitute a quorum.

Section 2. The duties of the Executive Board shall be to:

- a. work to fulfill the mission and purposes of the association
- b. conduct the routine business of the association
- c. act on behalf of the membership between annual conventions
- d. adopt and revise by-laws to implement the constitution and Articles of Incorporation
- e. provide guidance to the officer schools, district committee schools, and the adult leadership in fulfilling their individual and collective duties
- f. review and approve all convention plans
- g. review and approve all financial reports and expenditures
- h. approve association initiatives, projects, and themes

## **Article IX Board of Directors**

The Board of Directors, as required by the Articles of Incorporation, shall be the executive director, assistant executive director, and the district directors. The Board of Directors shall ensure compliance with the Articles of Incorporation. The Board of Directors may assign rights and responsibilities to the member schools, the Executive Board and/or to the Executive Director to fulfill the mission of the North Carolina Association of Student Councils, Incorporated. The Board of Directors reserves the authority by majority vote of its members to render null and void any act of commission or omission of the member schools, Executive Board or the Executive Director. If an extenuating circumstance shall arise the Board of Directors reserves the authority to take any necessary action on behalf of the NCASC, Inc.

## **Article X Meetings**

The member schools shall meet annually at the state convention to conduct business and elect state officer schools, district committee schools, and, when necessary the adult leadership. The Executive Board shall meet at least three times annually in formal session, one meeting being at the annual convention. The Executive Board shall set dates, times and locations of board meetings. The President School, in consultation with the Executive Director, shall determine the agenda for each meeting. The state officer schools or district committee schools may meet informally with the approval of the Executive Director and/or District

Director at other times as necessary to fulfill their duties or to participate in leadership development activities. The district committee shall meet as necessary with the approval of the District Director to fulfill its duties. The Board of Directors shall meet when a majority of its members deem it necessary.

## **Article XI Rules of Order**

The latest edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically defined by the constitution or by-laws of the NCASC.

## **Article XII Amendments**

A proposed amendment shall be submitted in writing to the President School or Executive Director and approved by a majority of the Executive Board before it is submitted for consideration by the member schools. This constitution may be amended if the amendment is distributed to the member schools thirty days prior to the annual convention and it receives a two-thirds approval of the member schools present and voting at the business session of the convention. This constitution may be amended if an amendment has been approved by a majority of the Executive Board, is presented to the member schools at the convention and it receives a two-thirds approval of voting member schools that return an official ballot at least thirty days after the annual convention.

## **Article XIII Discipline**

Any individual serving on the Executive Board or District Committee who engages in behavior or commits acts that are detrimental to the welfare and best interests of the association as determined by the Executive Board may be disciplined as determined by the Executive Board. The Executive Board may enforce sanctions upon the member school that the Board deems appropriate. Any individual serving on the Executive Board or District Committee may be removed from office for failing to carry out the duties specified in the constitution. Removal will be decided by a two-thirds approval of the Executive Board members meeting with a quorum present. A member school that fails to replace a board representative or resigns the office after removal action has been taken by the Executive Board shall be denied membership in the association for one year.

### **Historical Note:**

The original constitution went into effect after ratification by the delegates representing the North Carolina Association of Student Councils and the North Carolina Student Council Congress at a joint convention held in November, 1970 at Asheville High School in which the two associations merged into one association. The constitution was amended to provide for election of officer schools in 1990 and for additional representation on the Executive Board for middle schools in 1999. A restructuring of the association was approved by the member schools in November 2004 which resulted in major constitution revisions that were adopted on April 18, 2005.