

# North Carolina Association of Student Councils, Inc.

## By-laws

as of March 19, 2017

### *Background*

In the past many procedures and ways of doing things were based on tradition, or occasional adopted guidelines that invariably got lost during officer transitions, or because an individual or school decided something needed to be done differently, bigger or better than the previous office holder. As a result the Board on occasion has spent unnecessary time at meetings dealing with minutia and discussing or debating technicalities rather than focusing on the mission and goals of the Association. The Board of Directors believes the creation of one document that captures NCASC's ways, means and operations will provide for the consistency, support and long-term sustainability of the Association that will remain as member schools and individuals change over time. Whereas the constitution provides the overall framework and core foundation for the Association, the by-laws establish the standard operating procedures of the Association in a written, detailed, organized format. By design the constitution is more difficult to amend and should not be amended frequently. However, because circumstances change, the by-laws should be more easily amended from time to time, but not without consideration of intended and unintended consequences and being aware that by-laws are interrelated and that a change in one by-law may require changes in other by-laws. Proposed by-laws developed by the Board of Directors were presented to the Executive Board on August 25, 2012. By-law articles 1-14 were initially adopted on November 10, 2012. Several areas for which by-laws are needed were and have since been identified and placeholders for those by-laws are listed. It is the intent of the Board of Directors to carefully observe and document procedures and processes during 2016-2017 in order to develop and propose to the Executive Board additional by-laws necessary to complete a comprehensive by-laws revision.

**By-laws can be amended by a majority vote of the Executive Board.**

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## **Article 1 District Boundaries**

The boundaries of the state districts as of January 1, 2005 shall be as follows:

### ***Eastern District – 37 counties***

Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Currituck, Dare, Duplin, Edgecombe, Franklin, Gates, Greene, Halifax, Hertford, Hyde, Johnston, Jones, Lenoir, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Sampson, Tyrrell, Washington, Wayne, Wilson.

### ***Central District – 28 counties***

Alamance, Anson, Caswell, Chatham, Cumberland, Davidson, Davie, Durham, Forsyth, Granville, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Robeson, Rockingham, Scotland, Stanly, Stokes, Wake, Warren, Vance.

### ***Western District – 35 counties***

Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, Mecklenburg, Mitchell, McDowell, Polk, Rowan, Rutherford, Surry, Swain, Transylvania, Union, Watauga, Wilkes, Yadkin, Yancey.

## **Article 2 District Committee and Fall Conferences**

- Section 1. The District Committee (Chair, HS Vice Chair, MS Vice Chair, their advisers and District Director) may meet independently of the Executive Board as often as deemed necessary, upon approval of the District Director, to plan the fall conference and implement district activities. One meeting should occur prior to the August board retreat. (See Section 6).
- Section 2. All district officer schools shall be actively involved in planning and promoting the fall conference and in implementing the district's recruitment and membership action plan.
- Section 3. District vice chairs shall create and implement an action plan for membership retention and recruitment. The plan shall be presented at the board retreat, progress reports given at each board meeting and a final report given at the district meeting at the state convention.

- Section 4. The district fall conference shall be a one-day meeting held in the fall of each year. Two dates prior to or on October 31 shall be proposed by the District Chairman School at the April meeting of the Executive Board. The Executive Board shall set all Fall Conference dates at the April meeting and avoid conflicts if possible.
- Section 5. Excluding a registration period, the first session shall begin no earlier than 9:00 am and the last session shall conclude no later than 3:00 pm.
- Section 6. The district committee shall begin its planning and work prior to the board retreat and present a detailed draft of the conference program at the retreat. Items to be addressed include, but are not limited to:
- a. Purpose of the fall conference
  - b. Promotion and communications to attendees
  - c. Program formats
  - d. Speakers
  - e. General Sessions – Introductions, preliminaries, reports
  - f. Avoid activities reserved for workshop/convention (see a.)
  - g. Workshops – Seminars – Swap Shops – Project Sessions, etc.
  - h. Logistics – Printed program, nametags, handouts, materials, etc.
  - i. Facilities – Conflicts, permissions, decorations, air/heat, microphones
  - j. Hospitality – Refreshments, meals, treats, etc.
  - k. Finances – Use of conference fee, optional fund-raising
  - l. Internal committees – Registration, food, AV, cleanup, etc.

Based on the previous year's attendance NCASC will purchase and provide a folder and writing instrument for each registered delegate. The folder shall contain the conference program, an evaluation form and other leadership and NCASC-approved materials and information.

A complete folder distributed at the fall conference shall be placed in the district chair and district chair adviser notebooks.

- Section 7. Registration shall be through an online system on the NCASC website. All persons who plan to attend must complete an individual registration form for district chair school planning purposes. Registration will open the week after the board retreat. The registration deadline will be two (2) weeks prior to the fall conference. The district chair and adviser will

receive real-time registrations from the online system via email and a registration database from the NCASC Executive Director after the registration deadline.

- Section 8. The registration fee for fall conferences shall be \$20 per registered delegate (student or adult). Information on the website will direct advisers of schools registering for the fall conference to send to the district chair adviser a check payable to the district chair school.
- Section 9. Student board members who are on a fall conference program (making a report at a general session or presenting a workshop) shall be exempt paying the registration fee; others must pay the fee.
- Section 10. Three dollars (\$3) per registered delegate shall not be spent, shall be designated as a rebate and shall be returned to the NCASC (e.g., \$17 per registered delegate can be budgeted and expended.)
- Section 11. The \$17 per registered delegate shall be used to pay for the basic expenses necessary to hold the conference, including, but not limited to: nametags, programs, snacks, meals, conference speaker(s) honoraria and expenses, printed materials, postage, telephone, use of facilities, items to be distributed to delegates.
- Section 12. All unspent monies from the \$17 budgeted per registered delegate shall be returned to the NCASC.
- Section 13. The host school shall be responsible for covering expenses that exceed \$17 per registered delegate.
- Section 14. Any unspent monies the district chair school solicited and received as donations to supplement the conference shall be retained by school.
- Section 15. A financial report, worksheet showing calculation of the NCASC rebate, and a check shall be submitted to the NCASC Executive Director as soon as practical after all expenses have been paid. This should be done no later than the February board meeting. In addition, an itemized financial report showing receipts and disbursements shall be submitted to the NCASC Executive Director and a copy placed in the district chair and district chair adviser notebooks.

### **Article 3 Committees**

Standing and ad hoc committees as they become necessary, shall be established as provided in the constitution or appointed by the President School after consultation with the Executive Director.

*Ad Hoc – Resolutions Committee* – appointed by the President School to present resolutions at the state convention.

Standing – Elections Committee – the President-Elect School shall serve as the elections committee.

Standing – Awards Committee – the First Vice President School shall serve as the awards committee and shall select the Cansler and Kitchin award recipients and certify member schools that meet the criteria for recognition as Blake or Hunter Honor Councils.

### **Article 4 State Convention**

- Section 1. The annual convention shall be held each year during March or April as determined by the Executive Board. The dates shall be proposed by the President School and approved by the Executive Board at the first meeting of the Board.
- Section 2. The number of delegates per member school and maximum convention capacity shall be proposed by the President School and approved by the Executive Board at the first meeting of the Board.
- Section 3. Housing options for student delegates (host homes secured and provided by the host school or hotel housing secured and paid by the delegation) shall be proposed by the President School and approved by the Executive Board. Member schools shall assume supervision and liability for student delegates not housed in host homes provided by host school.
- Section 4. An itemized financial report showing receipts and disbursements shall be given to the Executive Board by July 1 of the same year as the convention.

Section 5. Only student members of the Executive Board shall be exempt from paying the convention registration fee. Registrations shall be received and processed by the Executive Director as determined by the Board of Directors. The executive board shall set convention deadlines.

Section 6. The Executive Board and the President School shall jointly develop a convention action plan.

April – identify program elements / host school ideas

August – present tentative schedule

November – present schedule with workshop leader/speaker specifics and all advance information for distribution to member schools; Post online in December;

February – meet at host school with final details and Board assignments with schedule walk-through.

## **Article 5 Elections**

Section 1. The President—Elect school representative shall present election guidelines to the Executive Board for approval.

Section 2. The approved guidelines shall become a part of the By-laws. Election Guidelines and Forms shall be identified as Article 5, Section 2.

Additions to the 2013 Guidelines and Forms as approved in August 2012:

1. Amend filing form to list the SC conferences and events the school has sent delegates to in the past 3 years.

2. The Board of Directors shall select a member of the Board to be the liaison to the Elections Committee.

Section 3. Adult elections shall be by secret ballot.

Section 4. The election of district directors will occur on staggering years beginning with the following schedule: Western District in 2017, Central District in 2018, and Eastern District in 2019. Advisers interested in running for the position of district director shall submit a filing form prior to the State Convention.

## Article 6 Finances

Section 1. The Executive Board shall determine annual dues. Current membership fee is \$50.00 if received by October 30; \$95.00 between November 1 – June 30. New member schools or schools that have not been a member in the last five years will pay \$50 to join at any time. Upon payment of dues, a school shall be a member of the association until the beginning of the next association year. Non-member schools may participate in state events at a per-person non-member rate.

Section 2. NCASC funds shall pay for the expenses of the Executive Director, Assistant Executive Director or their designee while conducting business for the association as approved by the Board of Directors.

Section 3. NCASC funds shall pay for approved operating expenses of the Executive Board. Requests must be submitted to the Executive Director for prior approval. The Board of Directors must approve requests exceeding \$200.00.

Section 4. A portion of the registration fee charged for all district and state events shall revert to the association's general fund to maintain an appropriate fund balance and to supplement income received from dues payments. The Executive Board shall determine this amount. The rebate for district fall conferences is \$3.00 per person. The rebate for the state convention is \$10.00 per person.

Section 5. The Executive Board shall determine registration fees for all events. Current fees are as follows:

Middle Level Workshop	\$65 per person	\$65 non-member
Fall Conference	\$20 per person	\$20 non-member
State Convention	\$95 per person	\$180 non-member
Summer Workshop	\$350 per person	\$445 non-member

Section 6. The Board of Directors shall, upon recommendations by the Executive Director, determine an amount to be used to cover a portion of the expenses required to send Executive Board members to state, regional, and national student council events.

Section 7. The student members of the Executive Board shall be exempt from paying the state convention registration fee.

Section 8. The Executive Director, Assistant Executive Director and District Directors shall receive a stipend as determined annually by the Executive Board for services to the association.

Section 9. In the event there should be insufficient funds to meet association commitments as outlined in the by-laws, the Board of Directors shall have the authority to suspend or amend any by-law and take appropriate action necessary to keep the association fiscally solvent.

#### **Article 7 Awards and Recognitions**

Section 1. The First Vice President school representative shall present awards information to the Executive Board for their approval.

Section 2. The approved guidelines shall become a part of the By-laws. Awards Criteria and Forms shall be identified as Article 7, Section 2.

Section 3. The Board of Directors shall determine the process to select recipients of the summer workshop awards.

#### **Article 8 Website**

The Executive Director will maintain the web site and NCASC will cover the expenses of web site maintenance.

#### **Article 9 Summer Workshop**

NCASC shall conduct at least one weeklong leadership workshop during the summer. The Executive Director shall serve as or appoint a workshop director, upon the approval of the Board of Directors. The workshop director shall be responsible for all administrative and program elements of the workshop.

#### **Article 10 Networking**

The Executive Director shall seek to develop mutual cooperative agreements with the state NASSP-recognized principals association.

#### **Article 11 Insurance**

The association shall provide general liability insurance for all sanctioned association events and limited, secondary accident insurance for officially registered participants and staff.

**Article 12 Vendors or Exhibitors**

Any organization or individual, commercial or otherwise, wishing to display or distribute materials, perform an activity, sell a product, obtain a list of participants, or interact/ interview/photograph student delegates at any NCASC event must be consistent with the mission and purposes of the NCASC and have the prior approval of the Executive Director.

**Article 13 Ex-Officio Members**

Section 1. Individuals who are elected to serve on the Southern Association of Student Councils Executive Board or the National Association of Student Councils Advisory Council shall be ex-officio members of the NCASC Executive Board during their term of office.

Section 2. The principal of the President School shall be an ex-officio member of the Executive Board.

**Article 14 Permanent State Charity – Victory Junction**

Per Executive Board action, NCASC is a permanent partner of Victory Junction, Inc. The First Vice President School shall coordinate the annual fundraising campaign, serve as NCASC’s liaison with Victory Junction and explore additional service opportunities of mutual interest.

*PLACEHOLDERS FOR FUTURE DEVELOPMENT*

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**Article 15 Newsletters**      1 – May    2 – August    3 – November    4 – February

**Article 16 Logos, Trademarks, and Images**

**Article 17 Permission to Photograph, Music, etc.**

**Article 18 State Theme**

**Article 19 Officer School Notebooks**

**Article 20 Board Meetings**

**Article 21 Board Retreat**

**Article 22 Social Media – Communications Officer**

## **Article 23 Middle Level Workshop**

- Section 1. The middle level workshop shall be a two-day retreat held annually on a date determined by the Assistant Executive Director.
- Section 2. The standard registration fee per person will be determined annually by the executive board.
- Section 3. The workshop is to be planned and facilitated by the Second Vice President school and the student representative shall preside over the general sessions.
- Section 4. An itemized financial report showing receipts and disbursements shall be given to the executive board at the February board meeting following the workshop.
- Section 5. The Second Vice President school must be actively involved in planning and facilitating the workshop and contacting middle schools around the state to promote the workshop.
- Section 6. The Assistant Executive Director shall be the director overseeing planning and facilitating the workshop.
- Section 7. Middle Level Workshop items to be addressed/discussed/worked on at the Executive Board Summer Retreat:
- a. Theme and name of workshop
  - b. Tentative schedule and program of activities
  - c. Possibility of workshop consultant or guest speaker
  - d. Elements of the workshop
  - e. Plans for middle level recruitment
- Section 8. Any unspent monies the Second Vice President school solicited and received as donations to supplement the conference shall remain with the Second Vice President school.
- Section 9. Typical schedule contains general sessions, resources areas/workshops, folk dance, team building, boundary breaking, bonfire, and service project.