

Constitution of the Florida Association of Student Councils District One

ARTICLE I NAME

The name of this organization shall be **District One** of the Florida Association of Student Councils.

ARTICLE II PURPOSE

The purpose of this organization shall be to assist student councils within **District One**, to foster ideas of democracy and education, and to spread the principles of responsibility, leadership, personal growth, self-discipline, and good citizenship.

ARTICLE III MEMBERSHIP

- Section 1: Membership in this organization shall be opened to any secondary public or private school (grades six through twelve) student council in District One.
- Section 2: Annual dues for each school shall be \$15.00 and are to be paid to the treasurer school.

ARTICLE IV OFFICERS

- Section 1: The officers of district one shall be schools not individuals. The officers of district one shall consist of a President, Vice president, Secretary, Treasurer and Parliamentarian.
- Section 2: Excluding the office of parliamentarian, these officer schools shall be elected at the district convention in the spring.
- Section 3: Advisors of Officer Schools will assume those responsibilities in the advisor meetings at each District meeting.

ARTICLE V TERM OF OFFICE

- Section 1: Upon adjournment of the District Convention, the immediate past officer school shall commence an orderly transfer of duties and responsibilities to the newly elected officer schools. Between the time of the District Convention and the FASC Convention, all pertinent records and assets of the offices shall be transferred, and the newly elected officer schools will assume their terms of office on the **last** day of FASC Convention.

Section 2: The outgoing Vice President school will remain responsible for a final district newsletter following the FASC convention, and the newly elected vice-president school will publish the newsletter of its term of office before the first district meeting of the upcoming school year. [Ratified: 02/02/01}

ARTICLE VI DUTIES OF OFFICERS

Section 1: The President shall:

- A. Preside at all meetings.
- B. Notify all schools in your district regarding all meetings at least 21 days prior to the meeting.
- C. Host the first district meeting {fall}
- D. Attend FASC board meetings
- E. Report on all FASC news/ meetings.
- F. Send articles to FASC Vice President School for Florida Sun.
- G. Send district meeting attendance lists and copy of minutes to FASC office no later then 10 days after the meeting.
- H. Distribute awards packets for District Convention.
- I. Appoint a canvassing committee for upcoming elections.
- J. Remind the newly elected President to attend the State Convention so that he/she can be inducted.

Section 2: The Vice President shall:

- A. Perform the duties of the President in the event of his/her absence
- B. Host the second district meeting {winter}
- C. Publish a minimum of four district newsletters, one before each district meeting and one following the FASC convention
- D. Publish an updated list of member schools in each newsletter
- E. Coordinate the "Project-of-the-Year" judging at the District Convention.

Section 3: The Secretary shall:

- A. Keep a permanent record of the minutes of each meeting and send to all district schools.
- B. Call and keep an accurate account of the roll at all district meetings.
- C. Compile a summarized report of convention activities and committee meetings that are to be sent to all member schools.
- D. Compile folders for the incoming Secretary of all materials, forms, etc.
- E. Send a copy of the District One Constitution with any additional amendments to all member schools.
- F. Carry out other duties relating to the office designated by the President.
- G. Forward the passed resolutions from District One to FASC secretary and Executive Director prior to the FASC Convention.

Section 4: The Treasurer shall:

- A. Have charge of the financial matters pertaining to the District Convention, which is held in the spring, subject to the approval of the Board of Directors.
- B. Present an itemized report of all money spent on the District Convention to the Vice President for the newsletter following the convention.
- C. Compile folders for the incoming Treasurer of all materials, forms, etc.... used in planning and co-hosting the District Convention.
- D. Carry out any other duties relating to the office designated by the President.
- E. Purchase, with district funds: a gavel for the incoming president, officer plaques, trophies for Projects of the Year, plaques for Advisor and Student of the Year.
- F. Forward the ending balance check, along with a balance sheet of all transactions to incoming treasurer.
- G. Collect dues and keep an updated list of all member schools, and send to Executive Board monthly.

Section 5: The Parliamentarian shall:

- A. Attend all board meetings and offer procedural rulings.
- B. Provide information to all member schools advising the schools of the purpose of resolutions.
- C. Provide examples and the method of writing resolutions to all member schools.
- D. Make a copy of all resolutions to be voted on at the second district meeting for every delegate.
- E. Offer rulings during the resolution meetings.
- F. Be familiar with the newest edition of Roberts Rules of Order and have it on your person.

ARTICLE VII DISTRICT CONVENTION

Section 1: The co-hosts shall be the Secretary and Treasurer schools elected at the District Convention one-year prior. The President-elect will designate the site of the meeting and will take into consideration a fair and balanced distribution for traveling to all of the three district meetings during the school year.

Section 2: The election of officers shall be held at the District Convention.

Section 3: Successful candidates shall have the student who will represent the school in that office present to make the formal speech.

Section 4: The Parliamentarian shall be chosen by way of a parliamentary procedure test administered during the District Convention in the spring. A school may choose to be a candidate for Parliamentarian and still be eligible as a candidate for another office.

Section 5: Awards

- A. Trophies will be awarded for “Project-of-the-Year” at the District 1 Convention following the announcement of the newly elected officers. A school may enter one project in each of the nine categories. Guidelines for the awards are specified in the FASC Awards Packet.
- B. Plaques will be given to recognize “Advisor of the Year” and “Member of the Year” at the District Convention

Section 6: Canvassing Committee

Duties and Responsibilities

- A. Following Registration, meet with committee members and review rules for candidate schools
- B. Report any infractions to the Advisors of the Candidate Schools and advise them of necessary corrections
- C. Consult with the host school on a Timekeeper for speeches and skits.
- D. Distribute ballots upon Roll Call of all schools in attendance
- E. Allow a five minute caucus and collect ballots.
- F. Preserve the records of your tabulation session for the duration of the meeting
- G. Provide the District President with the names of the winning schools and the highest scoring candidate for Parliamentarian – Unless properly challenged, do not provide the quantitative results.

**ARTICLE VIII
ELECTIONS**

Section 1: The written permission of the principal of each candidate school shall be required to be sent to the parliamentarian 30 days prior to the District Convention.

Section 2: Officer schools shall be elected by the delegates of the schools present by secret ballot and majority rule. Each school shall only have one vote.

Section 3: In the event that there are no candidates for an office, the current president shall appoint a nominating committee. It shall be the duty of the committee to present at least one nominee for each office. The principals of the schools shall give consent over the telephone or via fax.

Section 4: Campaign Guidelines for District Officer Candidates

A. Banners/Posters:

Each school will be allowed to display a maximum of 10 posters and 3 banners. Banners may be no larger than three (3) feet by seven (7) feet. Posters may be no larger than 22” x 28”. (Each school must check with the host school for the third district meeting for proper location of posters.)

B. Handouts:

Each candidate school will be allowed to distribute the following campaign materials. Candy, fliers, and one theme- related trinket.

C. Speeches/Skits:

While the officers of District One shall be school, not individuals (Article IV, sec. 1), it is the intent of the Campaign Guidelines that the speech be given by the person(s) who will be serving, if elected, in the office for which he/she they are running. If, for any reason, the persons(s) giving the speech is/are unable to discharge the duties of the office, the advisor from the officer school will appoint a suitable replacement, or replacements. The order of candidate speeches/skits will be Secretary, Treasurer, Vice-President and President.

Each candidate school will be allowed:

1. A one minute introductory speech to be given at the opening general session of the District Convention.
2. A three minute presentation with a maximum of ten people. Presentation must be appropriate and in good taste. Each school will be allowed a maximum of one minute to set up.
3. A one minute closing speech to be given by the person who will be serving. It is the intent of the Campaign Guidelines that this speech be given by the person(s) who will be serving, if elected, in the office for which he/she/they are running. If for any reason, the person(s) giving the speech is/are unable to discharge the duties of the office, the advisor from the officer school will appoint a suitable replacement, or replacements.

**ARTICLE IX
SPECIAL MEETINGS**

The Board of Directors shall have the power to call special meetings within the district at any time it deems necessary. Written notice of such meetings and their purposes shall be given to every member school at least two weeks prior to the set date of such meetings.

**ARTICLE X
RATIFICATION**

This constitution shall go into effect immediately upon ratification of two-thirds of the member school present at the District Convention

**ARTICLE XI
AMENDMENTS**

Section 1: This constitution shall be amended at any of the meetings of District One by a two-thirds vote of the member schools present.

Section 2: All proposed amendments must be formally typed and must be sent to the Secretary at least three days prior to the meeting they shall be voted on. The passed amendments shall take effect immediately and shall remain in the constitution until ratified at the District Convention.
(Amended, 3-1-03)

Section 3: All amendments shall be sent to each member school at least two weeks prior to the District Convention.

ARTICLE XII RESOLUTIONS

Section 1: Resolutions are to be submitted to the parliamentarian school 30 days prior to the Resolution meeting.

Section 2: A resolution committee shall be formed at the first district meeting of District One. The committee shall be composed of two or more schools as designated by the President.

Section 3: Duties of the Resolution committee:

- A. The Parliamentarian shall provide information to all member schools advising the schools of the purpose of resolutions and provide a method of writing resolutions.
- B. The Secretary shall make a copy for every delegate of all resolutions to be voted on at the second district meeting (winter).
- C. The Secretary shall forward the passed resolutions from District One to the FASC Secretary and the Executive Director prior to the FASC Convention. (Amended, 3-1-03)

ARTICLE XII PARLIAMENTARY AUTHORITY

The rules contained in The New Robert's Rules of Order: 2nd Edition shall govern District One in all cases not specifically covered by this constitution.

CANVASSING COMMITTEE

Duties & Responsibilities

- Following Registration, meet with committee members and review rules for candidate schools.
- Report any infractions to the Advisors of the candidate schools and advise them of the necessary corrections.
- Consult with the Host School on a Time-Keeper for speeches and skits. Each candidate school should be given a minimum one minute warning before pulling the plug.
- Distribute ballots upon Roll Call of all schools in attendance.
- Allow a 5-minute caucus and collect ballots by Roll Call.
- Preserve the records of your tabulation session for the duration of the meeting.
- Provide the District President with the names of the winning schools and the highest scoring candidate for Parliamentarian - Unless properly challenged, do not provide the quantitative results.