

The Constitution and By-Laws of The Florida Association of Student Councils District IV

Article I. Name

The name of this organization shall be the Florida association of student councils, district IV.

Article II. Object

The object of this organization shall be to encourage student leadership and to promote closer cooperation among the individual student councils of the district.

Article III. Membership

Section 1. Membership in this organization shall be open to any dues-paying student council in the public, private, and parochial high school of charlotte, Desoto, Hardee, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, and Sarasota counties.

Section 2. A school may send as many delegates as it desires to the district meetings according to the limits set by the host school. Each member school shall be entitled to one vote on any question.

Section 3. The annual district membership dues for each council shall be twenty-five dollars (25.00) per year, payable to the treasure school after September 1, but on or before the date of the first district meeting. A late fee of five dollars (5.00) shall be assessed to schools paying dues after this deadline.

Article IV. Officer schools

Section 1. The officer schools shall be president, vice-president, secretary, treasurer, historian, and parliamentarian.

- Section 2. The officer schools and incoming district officer schools and the district sponsor shall constitute and Board of Directors.
- Section 3. The officer schools and the Board of Directors shall be elected for a term of one year beginning and ending on the first day of the next state convention.
- Section 4. Each candidate school shall appoint one individual from its membership to officially represent that school and shall submit his/her name to the secretary school and the district sponsor.
- Section 5. In the event of a vacancy in this appointment a new individual must be chosen within fourteen (14) calendar days and the name of the newly appointed representative shall be sent to the secretary school and to the district sponsor.
- Section 6. All officer schools shall be required to be members of the district at the time of their election and during their term of office.

Article V. Duties of officer Schools

- Section 1. It shall be the duty of the president school to;
- a. preside at all meetings
 - b. preserve order at all meetings,
 - c. represent the district on public occasions,
 - d. appoint all necessary committees, and
 - e. Serve as an ex-officio member of all committees.
 - f. Organize a district planning meeting for incoming officer schools after the state convention.
- Section 2. it shall be the duty of the vice-president school to:
- a. work with district meeting host schools in selecting topics and procuring chair-persons for workshops.
 - b. Serve in any other capacity requested by the president school with the approval of the district

sponsor

c. and be responsible for mimirer at district meetings

Section 3. it shall be the duty of the secretary school to

a. keep a permanent record of all minutes of each district meeting

b. handle all correspondents of the district including which shall be sent to all schools who attend each meeting and to any others designated by the organization.

c. Send out a minimum of five district newsletters per year

d. Keep on file all correspondence records and reports of the district. This file shall be turned over to each succeeding secretary school.

e. Check the file periodically and disregard any obsolete material that is not of value.

f. Register new schools into the membership

g. Serve in any other capacity requested by the president school with approval of the district sponsor.

Section 4. it shall be the duty of the treasurer school

a. receive all funds for the district including, money carried over from previous years

b. collect annual membership dues

c. pay all bills of the district association

d. house and catalog inventoried materials purchased by district IV, and

e. serve in any other capacity requested by the president school with the approval of the district sponsor.

Section 5. It shall be the duty of the historian school to

a. keep documentations district IV business

b. keep a scrapbook containing photographs etc. of all of the functions and

c. Have scrapbook available for approval by the

quorum present.

- Section 6. It shall be the duty of the parliamentarian to:
- a. have knowledge of parliamentary procedure in order to settle procedure dispute during all meetings,
 - b. preside over the resolutions meeting, and
 - c. to perform all other duties requested by the president school with the approval of the district sponsor.

- Section 7. it shall be the duty of the board of directors to:
- a. call special district meetings as needed,
 - b. recall an officer school for gross negligence of duty and or if an elected
 - c. Represent the district on the public occasions,
 - d. Appoint all necessary committees, and
 - e. Serve as an ex-officio member of all committees.
 - f. Organize a district planning meeting for incoming officer schools after state convention.

- Section 2. It shall be the duty of the vice-president school to:
- a. work with district meeting host schools in selecting topics and procuring chair-persons for workshops,
 - b. Serve in any other capacity requested by the president school with the approval of the district sponsor, and
 - c. Be responsible for mixers at district meetings.

- Section3. It shall be the duty of the secretary school to:
- a. Keep a permanent record of all minutes of each meeting,
 - b. Handle all correspondence of the district , including reports which shall be sent to all schools who attend each meeting and to any others designated by the organization,

- c. Send out a minimum of five district newsletters per year,
- d. Keep on file all correspondence, records, and reports of the district. This file shall be turned over to each succeeding secretary school,
- e. Check the file periodically and discard any obsolete material that is not of value,
- f. Register new schools into the membership, and
- g. Serve in any other capacity requested by the president school with the approval of the district sponsor.

Section 4. It shall be the duty of the treasurer school to:

- a. Receive all funds for the district, including money carried over from previous years,
- b. Collect annual membership dues,
- c. Pay all bills of the district association,
- d. House and catalogue inventoried materials purchased by District IV, and
- e. Serve in any other capacity requested by the president school with the approval of the district sponsor.

Section 5. It shall be the duty of the historian school to:

- a. Keep documentations of district IV business
- b. Keep a scrapbook containing photographs, ect. of all the functions, and
- c. Have scrapbook available for approval by the quorum present,

Section 6. It shall be the duty of the parliamentarian to:

- a. Have knowledge of parliamentary procedures in order to settle procedure disputes during all meetings,
- b. Presides over the resolutions meeting, and
- c. To perform all other duties requested by the president school with the approval of the district sponsor.

- Section 7. It shall be the duty of the Board of Directors to:
- a. Call special district meetings as needed,
 - b. Recall an officer school for gross negligence of duty and or if an elected school is unwilling or unable to fulfill its responsibilities, and appoint a new officer school to replace the removed officer school, and (one of the following to substitute) :
 - 1. Appoint the runner-up school in the election to replace the removed officer school, if the school ran unopposed then a selection will be made.
- OR
- 2. elect a new officer school to replace the removed officer school,
 - c. assess each member school in the event of a deficit in the district funds.

Article VI. Officer School Elections

- Section 1. Elections shall be held during the district convention in the spring.
- Section 2. Schools desiring candidacy for a district office must file written permission from their principal twenty-one (21) calendar days prior to the district convention. In the event that there is no candidate, then the appointment will be made by a majority vote of the Board of Directors.
- Section 3. Elections of officer schools shall be by a plurality of a roll call vote of the member schools present at the district convention.
- Section 4. In the case of a tie or run-off election will be held as soon as possible. All dues paying member schools will be eligible to vote in the run-off election.

Article VII. Meetings

- Section 1. The district shall hold two (2) or more meetings annually. One shall be held in conjunction with the state convention and the other shall be known as the district conference. The remaining two meetings shall be held in conjunction with the fall and winter rallies.
- Section 2. The date of the district meetings shall be set by the Executive Secretary of the Florida High School Activities Association unless modified by a majority of the member schools.
- Section 3. a special meeting for the district may be called by the Board of Directors at any time when deemed necessary or upon written request of one-third of the member schools to the Board of Directors. Due notice of a special meeting shall be sent to the member schools at least fourteen (14) calendar days prior to the date of a special meeting.

Article VIII. Committees

- Section 1. Committees shall be appointed by the president school with the advice of the district sponsor as needed.
- a. Audit Committee President school should appoint an audit committee to review the treasurer's book at the end of each fiscal year and prior to surrendering the district account to the incoming treasurer school.
- Section 2. Committee chairs shall be appointed by the President School.
- Section 3. Subcommittees may be formed by committee chair schools.

Article IX. Amendments

- Section 1. This constitution may be amended by a majority vote of the total votes cast by the member schools present at any district meeting.

Section 2. Proposed amendment(s) together with the part to be amended must be submitted in writing to each member school thirty-five (35) calendar days prior to the district meeting so that each member school can present the proposed amendment(s) to its student council for approval.

Article X. Ratification

This constitution shall go into effect as soon as a majority of the student councils of the district desiring to be members of the Florida Association of Student Councils-District IV have ratified it.

By-Laws

Article I. Parliamentary Authority

Article II. Quorum

Fifty percent (50%) of the member schools present shall constitute a quorum for the transaction of business at any district meeting

Article III. Role of the Sponsor

A sponsor of a student council participating in a meeting shall have no vote in pending matters but may enter into discussion upon being recognized by the presiding officer.

Article IV. Annual Reports

Written annual report shall be made by the officer schools and committee chairman at the district convention. Oral reports shall be made at other meetings.

Article V. Leadership training for the President

The individual who is the representative of the

president school will be sent to state convention and to the FASC summer workshop at the district's expense if no other sponsorship can be found.

Article VI. Amendments and additions to the by-laws.

The by-laws may be amended and added to by a majority vote of the member schools, a quorum being present, provided notice has been sent to all member schools at least fourteen (14) calendar days prior to the meetings.

Article VII. Officer candidate guidelines

A member school address list will be provided by the secretary school upon request.

Campaign materials can be mailed to the member school and distributed and displayed at the district convention.

Candidate schools must have one member school that will nominate them at the district convention. The must also be a school to second nomination.

Candidate schools will have a maximum of five (50 minutes for a nomination acceptance presentation at the district convention.

Revised by District IV member school in February, 1996

Ratified by District IV in March, 1996

Amended Constitution provided by Bloomingdale Senior High School.