

# IASC Constitution

## Article I-Name

The name of this organization shall be the Illinois Association of Student Councils (IASC).

## Article II-Purpose

The purpose of this organization shall be to assist IHSA member schools through their membership in the Illinois Association of Student Councils to establish and maintain effective student councils as well as effective district organizations. The IASC shall also provide leadership opportunities and training for all students and advisors in the State of Illinois.

## Article III-Membership

**Section 1.** Membership in the IASC shall consist of all IHSA member schools, which pay the membership fee to the IASC. Membership to their respective districts (where applicable) is mandatory for membership in the IASC.

**Section 2.** The state shall be divided into districts whose boundaries shall be fixed by the IASC Executive Board.

**Section 3.** Each district shall hold an annual convention.

**Section 4.** The districts, as divisions of the state association, shall have the power to make laws governing only the District Executive Board and member schools within the boundaries of their respective districts. These laws must not conflict with the IASC Constitution and/or its By-laws.

## Article IV-Executive Board

**Section 1.** The business of the IASC between annual conventions shall be conducted by the Executive Board. The Executive Board shall consist of the following student officers: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Convention Secretary, and Public Relations Director; and the following adult advisors: President's advisor, First Vice-President's advisor, Second Vice-President's advisor, Secretary's advisor, Treasurer's advisor, Associate Executive Director, Convention Secretary's advisor, Public Relations Director's Advisor, First Year Advisor at-Large, Second Year Advisor-at-Large, Chairperson of the Board, Communications Director, Workshop Director, and Executive Director.

**Section 2.** The elected members of the IASC Executive Board shall be the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Public Relations Director, and First and Second Year Advisors-at-Large. The President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Public Relations Director shall be elected for a one year term by the delegates from the member schools to the annual convention. The First Year Advisor-at-Large shall be elected at each annual convention for a two year term by the advisors of the member schools present at the annual convention. The First Year Advisor-at-Large is a non-voting member of the Executive Board.

**Section 3.** The Chairperson of the Board's school will serve as Host School the year after his/her term has ended. He/she will then serve in the capacity of Convention Secretary's Advisor. The Convention Secretary will be chosen by the Host School and its advisor. The position of Chairperson of the Board is non-voting. The Chairperson of the Board shall be appointed by the Executive Board.

**Section 4.** The Associate Executive Director shall be appointed by the Executive Board. He/she shall perform such duties and services including financial operations of the organization as needed by the Executive Board. His/her term shall be three years and he/she may be eligible for reappointment. In the case of a vacancy in the position of Executive Director prior to the end of his/her term, the Associate Executive Director shall be appointed as Interim Executive Director. He/she shall be a non-voting member of the Executive Board.

**Section 5.** The Communications Director shall be appointed by the Executive Board and shall perform such duties and services related to publicizing the events and goals of the organization. The duties of the Communications Director shall include maintenance of the official website of the organization and any other means by which to promote the organization to schools throughout the State of Illinois. The term of office of the Communications Director shall be for two years and he/she shall be eligible for reappointment. He/she shall be a non-voting member of the Executive Board.

**Section 6.** The IASC Workshop Director shall be appointed by the Executive Board. He/she shall have the responsibility of conducting all workshops for the IASC. The Workshop Director shall have had experience on the Executive Board and served on an IASC workshop staff. His/her term of office shall be three years and he/she may be eligible for reappointment. He/she shall be a non-voting member of the Executive Board. The Workshop Director shall receive an annual honorarium in the amount determined by the Executive Board.

**Section 7.** The IASC Executive Director shall be appointed by the Executive Board and shall perform such duties and services required by the Executive Board. The Executive Director shall have had experience on the Executive Board. His/her term shall be three years and he/she may be eligible for reappointment. He/she shall vote only in the case of a tie. The Executive Director shall receive an annual honorarium in the amount determined by the Executive Board.

**Section 8.** The Executive Director and Workshop Director shall be appointed in differing years.

**Section 9.** No school shall hold more than one student and one adult voting position on the Executive Board.

**Section 10.** In the case of an unfilled position or the inability to serve as a board member, the Executive Board shall choose a qualified person to fill the vacancy.

**Section 11.** The basic duties and powers of all state officers are stated in the IASC Handbook. Any additional duties or powers may be established by the Executive Board at its meetings.

**Section 12.** The Executive Director of the Illinois High School Association or his/her representative shall be an ex-officio member of the Executive Board.

#### **ARTICLE V – CONVENTION**

**Section 1.** There shall be an annual convention on a date chosen by the IASC Executive Board. Only representatives from IASC member schools may attend.

**Section 2.** The Executive Board shall decide upon a location where adequate facilities are available. The location and date of the following convention shall be announced at the business session.

**Section 3.** The Host School shall notify the Executive Director of the Illinois High School Association of the date and place of the proposed convention.

**Section 4.** All school delegations at the annual State Convention must be accompanied by a faculty advisor from that school.

**Section 5.** Each school attending the annual State Convention shall be responsible for the registration fee of the delegates in attendance from said school. All fees shall be paid directly to the Host School.

#### **ARTICLE VI-QUALIFICATIONS OF OFFICERS**

**Section 1.** A student must be in his/her sophomore or junior year to be a candidate for any office. During his/her entire term in office he/she must be an enrolled student in a member high school. Any student who served as an IASC Executive Board member is ineligible to hold another Executive Board office.

**Section 2.** A student must have written consent of his/her principal, advisor, and parent/guardian to be a candidate for office.

**Section 3.** A student seeking an elected position on the Executive Board along with his/her advisor must be interviewed by the Credentials Committee at a time and place determined by the advisors-at-large. The Credentials Committee will determine each candidate's status in terms of qualifications and announce such at the appropriate time through the IASC's website.

**Section 4.** During the Credentials Committee interview, each candidate must submit an itemized list of the true value of all campaign materials. This list shall be signed by the principal, advisor, and parent/guardian of the candidate. A campaign spending limitation will be set by the Executive Board no later than their second meeting.

**Section 5.** A student serving as a district officer is ineligible to run for or hold any State IASC Executive Board office.

**Section 6.** A student serving as an Honor Delegate to the IASC Convention is not eligible to seek an IASC Executive Board position.

## **ARTICLE VII-COMMITTEES**

**Section 1.** The standing committees (Constitution, Credentials, and Honor Council) of the IASC shall be composed of students chosen by the Executive Board representing each district and other member schools where a district is not available. If there are no applicants from a given district the Executive Board shall determine who is to fill the vacant position. Each committee is aided by one adult advisor from the Executive Board. The Executive Board shall appoint such advisors as it feels necessary to aid the committee.

**Section 2.** There shall be a Constitution Committee which shall meet twice a year if deemed necessary by the IASC Executive Board for the purpose of preparing a report of proposed constitutional changes to submit to the delegates of the IASC State Convention during a business meeting. In a year when the Constitutional Convention is held, delegates at the convention may serve on the Constitutional Committee as ex-officio members.

**Section 3.** There shall be a Credentials Committee which shall meet twice a year if deemed necessary by the IASC Executive Board for the purpose of reviewing the credentials of potential candidates and report to the IASC convention delegates before voting. The Credentials Committee shall have the power to disqualify candidates as stated within the following section. The committee shall also have the power to recommend or not recommend a candidate. A candidate's status shall be provided to each candidate prior to the first general session of the Convention. A statement of disqualifications or nonrecommendation and reasons therefore will be included in the report to the convention delegates. Such a report of the Committee's decisions shall occur during the first general session of the Convention.

**Section 4.** The procedure for reviewing a possible candidate running for state office shall be to examine his/her commitment to the IASC office and matters relevant to his/her candidacy (as determined by the Credentials Committee guidelines) to examine his/her knowledge of the IASC, its constitution and the relevant sections of the IASC Handbook concerning the office he/she is seeking and to examine his/her advisor's knowledge of the IASC and his/her potential responsibility on the Executive Board. Thorough knowledge of this information is mandatory for the candidate to be recommended by the Credentials Committee.

**Section 5.** There shall be an honor council committee for the purpose of reviewing the honor council criteria and evaluating the book at Convention or putting the book online. The honor council committee shall determine which entries shall receive awards based on Executive Board approved guidelines.

## **ARTICLE VIII-QUORUM FOR VOTING AUTHORITY**

The schools represented at the business session of the annual convention shall constitute a quorum for the transaction of business, each member school having one vote.

## **ARTICLE IX-ELECTION**

**Section 1.** Officers shall be elected at the annual state convention and shall serve from the time of their election until the election of their successors. In case a candidate does not receive a majority of all votes cast, the names of the two candidates receiving the highest number of votes shall be placed on a ballot for the second election and shall be voted upon immediately.

**Section 2.** All rules for the campaign procedures shall be determined by the Executive Board which will take into consideration the suggestions from member schools before campaigning information is distributed.

**Section 3.** The Credentials Committee shall place on the ballot the names of all candidates meeting the qualifications set forth in this Constitution and By-laws for each officer. The Credentials Committee shall openly state justification for recommendations by posting their reasoning on the website and supplying advisors from member schools with the same information at State Convention. To do so, the Credentials Committee shall interview candidates by March 1st.

**Section 4.** Nominations from the floor shall receive the same consideration and meet the same qualifications as all other candidates.

**Section 5.** The candidates for IASC officers are free to campaign after the results of the Credentials Committee meeting has been declared to member schools.

## **ARTICLE X-WORKSHOPS**

**Section 1.** There shall be annual workshops for member IHSA schools.

**Section 2.** The dates, locations, and programs shall be determined by the Workshop Director and approved by the Executive Board.

**Section 3.** Workshop fees shall be paid to the Workshop Director who will make the necessary disbursement of funds and maintain a separate account.

#### **ARTICLE XI-HEADQUARTERS**

**Section 1.** The school of the current IASC President shall be designated each presidential term as IASC Headquarters.

**Section 2.** The Executive Director shall be responsible for the files and records of the IASC. All inquiries to the works and methods of the IASC should be addressed to the Executive Director.

#### **ARTICLE XII-AMENDMENTS**

**Section 1.** Amendments to the Constitution may only be submitted in writing to the IASC President before January 1. Amendment(s) to the constitution will have a first reading during the third IASC board meeting. Any clarification or changes, if needed, may take place between the first and second reading. Changes may only be done by the person proposing amendment(s) or the IASC Executive Board. A second reading will take place during the fourth IASC board meeting. Amendment(s) cannot be changed after the second reading. The IASC Executive Board will then determine whether the amendment is germane and decide to pass it on to the Constitution Committee.

**Section 2.** The Constitution Committee will decide whether amendment(s) will be voted on by all member schools present at the convention. Any amendment that does not receive a majority vote in committee will die in committee and not go to the floor for a vote.

**Section 3.** Amendments must be passed by a vote of 2/3 of the member schools present at the business session. By-laws may be amended by a simple majority vote of the member schools present at the business session.

#### **ARTICLE XIII-CONSTITUTIONAL CONVENTION**

There shall be a Constitutional Convention held when deemed necessary by the IASC Executive Board. The time and place will be determined by the IASC Executive Board.

#### **ARTICLE XIV-ADVISORY COMMITTEE**

There shall be an advisory committee composed of one student district officer and one adult advisor from each of the District Executive Boards. Meetings of the advisory committee will be organized by the Executive Director. The committee will provide feedback to the Executive Board as to how the IASC can best serve the student and adult leaders as well as student councils in the State.

### **BY-LAWS**

#### **ARTICLE I-MONIES**

**Section 1.** The Workshop Director shall receive and disburse monies for all IASC workshops. The Executive Director shall receive and disburse monies for any National Association conferences.

**Section 2.** Dues and other monies shall be paid directly to the Treasurer and upon proper authorization from the Executive Board; he/she shall make the necessary distribution of funds.

**Section 3.** All checks shall be signed by any two of the following Executive Board members: Treasurer, Treasurer's Advisor, or two other members designated by the Executive Board.

#### **ARTICLE II-AUDIT**

**Section 1.** The books of the IASC Treasurer's account must be audited annually by a qualified person not directly associated with the Executive Board. The statement of this audit shall be furnished to all member school. After the audit is complete, the books shall be turned over to the new Treasurer by August 1.

**Section 2.** The books of the IASC Workshop and the National Association Conferences shall be audited annually by qualified person not directly associated with the Executive Board.

### **ARTICLE III-RULES OF ORDER**

Robert's Rules of Order, Newly Revised shall be the final authority for all disputed technicalities which arise during the business sessions of the Association.

### **ARTICLE IV-DUES**

**Section 1.** The annual membership fee shall include the cost of membership to the school's respective district. The annual membership fee shall not increase more than 10% over the previous year's fee.

**Section 2.** The fiscal year for the IASC shall be from September 1 to August 31.

**Section 3.** The IASC Treasurer shall remit to each District Treasurer the amount of dues collected from the schools in his/her district.

### **ARTICLE V-DISSOLUTION OF DISTRICTS**

The procedures for dissolving, dividing, or reforming a district shall follow guidelines printed in the IASC Handbook as established by the IASC Executive Board.

### **ARTICLE VI-DISTRICT ACTIVITIES**

Each District President shall inform the IASC Executive Board by its first meeting of the time and place of their planned activities for the year with subsequent notifications.

### **ARTICLE VII-DISTRICT-STATE LIAISONS**

**Section 1.** A student from each district shall be elected or selected each year to serve as District State Liaison.

**Section 2.** The one year term of office shall run concurrently with the other district officers' term of office.

**Section 3.** The District State Liaison will be considered a member of the District Executive Board.

**Section 4.** The duties associated with this position shall be found in the IASC Handbook.

### **ARTICLE VIII-RECORDS**

The outgoing members of the IASC Executive Board must submit their records and orient the new Board members by August 1.

### **ARTICLE IX-POLICY HANDBOOK**

All IASC policies, procedures, and Executive Board members' duties shall be defined in the latest edition of the IASC Handbook.

### **ARTICLE X-CONSTITUTIONAL CONVENTION**

**Section 1.** At times, the Executive Board may determine a need to conduct a Constitutional Convention.

**Section 2.** Each member school shall be limited to one in-quota delegate to the Constitutional Convention.

**Section 3.** The Constitutional Committee members appointed to serve at the state convention immediately preceding a Constitutional Convention shall be counted as out-of-quota delegates to the Constitutional Convention.

*Amended at the Business Session of the IASC State Convention on May 4, 2018*