

Allegany County Association of Student Councils



Constitution

ARTICLE I - Name of the Organization

SECTION 1 The name of this organization shall be the Allegany County Association of Student Councils.

SECTION 2 The official abbreviation of the Allegany County Association of Student Councils shall be *ACASC*.

ARTICLE II – Affiliation

SECTION 1 ACASC shall maintain an affiliation with the Allegany County Board of Education and the Maryland Association of Student Councils (MASC).

ARTICLE III – Purpose

SECTION 1 **Mission-** The Mission of ACASC is to strive to bring together the public schools of Allegany County in providing quality leadership, service, education, and friendships with the schools and the community.

SECTION 2 **Goals-** ACASC will strive to:

- A. Represent the opinion of secondary students on a county level.
- B. Act as a liaison between students, community, administrators, and teachers.
- C. Exchange ideas and discuss problems.
- D. Create positive inter-school relations.
- E. Promote citizenship and interest in government.
- F. Create student interest in local, state, and national student council organizations.
- G. Transact ACASC business.
- H. Oversee and conduct the election of the Non-Voting Student Board of Education Member.

- I. Learn about and understand our school system.
- J. Support general and School Board goals and mission.
- K. Undertake at least three community or service learning projects per year.
- L. Complete a year-end evaluation that will assist in developing an improvement plan for the following school year.
- M. Conduct the Maryland General Assembly Page selection annually. (Including private schools in Allegany County)
- N. Annually create a PowerPoint on the History of ACASC

ARTICLE IV – Quorum and Membership

- SECTION 1** To have any vote at either an ACASC meeting or an Executive Board meeting there must be a Quorum.
- A. Executive Board- To have a quorum at an Executive Board meeting there must have at least ½ voting members present.
 - B. ACASC- To have a quorum at an ACASC meeting there must be 3 members from each school voting.

- SECTION 2** **Eligibility-** All Allegany County public high schools are eligible to become county members and MASC members upon receipt of dues. Dues shall be fifty dollars (\$50.00) per high school for county membership and MASC guidelines for state dues.

- SECTION 3** **General Members-** Each public high school is entitled to have 5 voting delegates at each meeting. Each school is to have equal number of voting delegates in order to ensure a fair vote. The number of votes (5) will be determined at the beginning of each meeting. The delegates shall be members of the student councils of their respective high schools. It is encouraged that at least one of these delegates be an underclassman.

- SECTION 4** **School Representation-** Each school is thereby entitled to have 5 officers and 4 students at large equaling a total of 9 students from each school. The hosting school will be allowed additional students. ACASC Officers as described by Article VII will not count as one of the schools delegates or representatives and will not have a vote at ACASC General Assembly meetings

ARTICLE V - Powers and Duties of the General Assembly

- SECTION 1** The powers and duties of the student council shall be:
- A. To act as a barometer of student opinion.
 - B. To grant audiences to any club or individual at any time.

- C. To sponsor assembly programs, including honor assemblies.
- D. To stimulate student interest activities.
- E. To authorize special days.
- F. To charter clubs and, if necessary, revoke them.
- G. To approve or sponsor concessions.
- H. To create, supervise, and coordinate committees for special service or activity.
- I. To organize and promote general and special elections.
- J. To be authorized to secure a chartered bus for special events.
- K. To promote respect for school and private property.
- L. To authorize and sponsor drives or campaigns.
- M. To pass on social calendar events.
- N. To have the power to develop policies, set standards, and suggest any rules necessary for the betterment of the school.
- O. To pass on any necessary legislation to carry out any of the foregoing powers.

ARTICLE VI - Executive Board

- SECTION 1** The voting and elected officers of the ACASC Executive Board shall include President/Alternate SMOB, Vice President/SMOB, Secretary/ Treasurer, Parliamentarian/ Sergeant-at-Arms and Public Relations Officer.
- SECTION 2** Each high school student government President shall be a voting member of the Executive Board. If the President of an individual school has been elected to one of the ACASC offices then the school's next highest school executive board member shall serve on the ACASC Executive Board.
- SECTION 3** The Executive Board of ACASC shall meet ½ hour prior to every meeting of the General Assembly.
- SECTION 4** The duties and responsibilities of the Executive Board shall include, but not be limited to, the following:
- A. oversees all ACASC activities;
 - B. reviews, amend, and approve standing rules governing ACASC meetings;
 - C. act in an advisory capacity to the ACASC;
 - D. executes all orders of the ACASC;
 - E. veto ACASC decisions by a two-thirds vote;
 - F. implements the ACASC Constitution;
 - G. approves appointments;
 - H. fill offices of the four elected ACASC officers prior to a regularly scheduled election should a vacancy occur;
 - I. act on impeachments of ACASC officers; and

J. annually reviews, amend as necessary, and approve the election rules and procedures, and publish rules at least one month in advance of elections.

ARTICLE VII – Duties and Qualifications

SECTION 1

Duties- The duties of the officers shall be as follows:

- A. The President shall preside over all meetings of the ACASC, appoint staff, and committee chairpersons, be an ex-officio member of all committees, perform all other duties and functions that shall evolve upon the office of the President and serve as the Alternate SMOB.
- B. The Vice-President shall serve as acting President in the absence of the President, assist the President, act on all pending motions, serve as the Presidents advisor, and perform any duties assigned by the President. He/She will also serve as SMOB.
- C. The Secretary/ Treasurer shall maintain the roll of all ACASC, keep a record of attendance for all meetings, collect and maintain records of school and special reports, record, maintain, and publish complete and accurate records of all ACASC business; itemize, by school and by roll call votes taken on any main motion and record said votes in the minutes. As treasurer he/she shall maintain a monthly report of the account balance including the deposits and withdrawals for the reported month. This report is to be in writing with at least 2 copies. One copy is to be submitted with the minutes.
- D. The Parliamentarian/ Sergeant-at-Arms will ensure that all meetings are carried out by Parliamentary Procedure according to Roberts Rules of Order, Newly Revised, Version 9. He/ She will ensure that meetings are carried out in an orderly fashion. The Sergeant-at-Arms has the power to remove any member from a meeting if they are being disorderly or have committed an act of misconduct.
- E. The Public Relations Officer will be responsible to chair the Public Relations Committee. He/She will be responsible for writing the publishing articles and announcements concerning the activities of ACASC. He/She will also be responsible for maintaining a relationship with the Board of Education’s Public Relation Specialist and the local media to ensure the coverage of ACASC activities.

SECTION 2

Terms of Office- The terms of office of the elected officers shall run from the May 1st until April 30th of the next school year.

SECTION 3

Qualifications- All candidates for President, Vice President, Secretary, Parliamentarian/ Sergeant-at-Arms and the Public Relations Officer shall be enrolled as a full-time student in the Allegany County schools during the year of election and the year of their term and should be a member of the sophomore, junior or senior class. The Student Board Member shall be enrolled in an Allegany County public school. All candidates must meet the following requirements:

- A. At least 93% school attendance in their respective school.
- B. Attend at least ten meetings of ACASC from the year prior to serving in office (May 1-April 30). ACASC will meet 2 times a month starting in September 2009.
- C. Must attend at least 1 leadership conference offered by either the Maryland Association of Student Council or by the Maryland Leadership Workshops during the year prior to serving office with the student council advisor's permission.
- D. Maintain a minimum of 3.0 grade point average for the current year.
- E. Have no major office referrals for violations of the County student disciplinary code.
- F. Have few or no referrals for minor discipline violations.
- G. Have the highest ethical and moral behavior, especially regarding issues of confidentiality.
- H. Must meet county eligibility requirements for extra-curricular activities.
- I. Must be a member of the school-based Student Government Association.

SECTION 4

Candidates for office- Candidates running for any office must have a 1 page resume available by the March ACASC meeting.

ARTICLE VIII- Standing Committees

SECTION 1

Each ACASC elected officer shall serve on one Board of Education committees throughout their term of office. There committee assignment shall be decided at the September Executive Board meeting. After elected officers have been assigned their committee the remaining committees will be assigned to non-voting Executive Board members.

SECTION 2

The committees shall be as follows:

- A. Technology/ Television Committee
- B. Nutrition and Health Committee/ Substance Abuse Taskforce
- C. Curriculum Committee
- D. Events and Fundraising Committee
- E. Public Relations Committee

ARTICLE IX - Removal, Replacement, and Resignation

SECTION 1

A. Elected and Appointed Officers

Removal

1. The impeachment of an officer or appointed official shall occur when a petition stating the charges against the officer, which is approved by the voting ACASC members present, is filed with the Executive Board. Any person in violation of ACASC standards shall be placed on probation until after the closed hearing.
2. Upon the filing of the petition, the Executive Board shall investigate the charges as to their validity within 10 days of receiving petition.
3. After investigation of the charges, the Executive Board shall hold a closed hearing on the impeachment, at which time the impeached officer and the member who filed the petition may present their cases.
4. After the hearing, the Executive Board shall vote on the removal of the officer, which shall require a 2/3 vote.

SECTION 2

A. Elected Officers

Replacement

1. President - When the office of President becomes vacant, the Vice President shall become President, and a new Vice-President shall be chosen by ACASC.
2. Vice-President, Secretary, Parliamentarian and Public Relation Specialist -When the office of Vice-President, Secretary, Parliamentarian or Public Relation Specialist becomes vacant, at the next monthly meeting, the Executive Board shall fill that office by the vote from the majority of the present ACASC members.

B. Appointed Staff

Replacement

When the office of an appointed staff member becomes vacant, the President shall appoint a replacement who must be approved by the Executive Board.

SECTION 3

Resignations

In order to resign from one's elected or appointed position; the officer must submit a written resignation to the ACASC Executive Board. Following resignation, Article IX Section 2 shall be followed in order to secure a replacement.

ARTICLE X - Election of Officers

- SECTION 1** **Nominations-** Nominations will be formed at or before the March meeting. Ballot forms of nominees will be distributed and voted on at the April meeting.
- SECTION 2** The election for Student Board Member will be carried out at the April meeting. The election of the ACASC Officers shall be held at the April meeting.
- SECTION 3** **Elections-** The elections shall take place at the April meeting at which time a secret ballot will be used. The candidate with the majority (51%) of the votes will be elected. The executive board and county advisor will count that ballots and declare the winner.

ARTICLE XI – Meetings

- SECTION 1** **Executive Board -** The Executive Board shall meet ½ hour before every meeting of the ACASC General Assembly.
- SECTION 2** **ACASC-** ACASC shall meet at least once a month on the Thursday prior to the Board of Education meeting. The Executive Board shall choose the location of the meeting. The Executive Board shall provide prior notice of all ACASC meetings and locations at least two weeks prior to the meeting to all Members.
- SECTION 3** All meetings shall be governed by Robert's Rules of Order, Newly Revised, Version 9.
- SECTION 4** **Dress Code -** All students are to wear dress clothes for the ACASC meetings. This includes dresses, dress pants, skirts, and dress tops for girls and dress pants, khaki, and dress shirts for boys. Members may wear approved ACASC shirts. **NO JEANS**, unless otherwise specified.

ARTICLE XII - County Coordinator

- SECTION 1** There shall be a County Coordinator to ACASC. This person shall be designated by the Superintendent of Allegany County Public Schools.
- SECTION 2** The advisor shall have the following duties and responsibilities:
- A. Coordinate and guide the organization
 - B. Handle all finances of ACASC
 - C. Work with the President, Vice President, and Executive Board to determine meeting agendas and meeting locations.

D. Due to liability purposes, the County Coordinator ultimately has the final approval of all votes and decisions.

ARTICLE XIII – Finances

SECTION 1 **Year-** The fiscal year shall be established as July 1 to June 30.

SECTION 2 **Dues-** Dues of \$50.00 shall be collected annually at the October meeting by the County Coordinator.

ARTICLE XIV - General Procedures for Meetings

SECTION 1 **Meeting Schedule-** The ACASC shall strive to meet 2 times monthly during the school year. Every effort will be made to meet on the Thursday before the scheduled Board of Education meeting each month.

SECTION 2 **Location/Time-** The meeting shall be held at a designated place and time decided by the Executive Board and County Coordinator of ACASC.

SECTION 3 **General Procedures-** The following procedures will be used:

- a. Meetings will be conducted according to “Robert’s Rules of Order, Newly Revised, Version 9.” The Parliamentarian will ensure that this is done.
- b. An agenda will be prepared for each meeting by the President, Vice President, and County Coordinator and shall be sent to each member school a one week prior to the meeting.
- c. The Secretary will keep minutes of the meeting and distribute at the next meeting.
- d. The format for each meeting will be:
 - a. Sign In
 - b. Welcome
 - c. Minutes of Last Meeting/ Treasurer’s Report
 - d. Corrections of Additions
 - e. Comments from the Student Board Member in written format
 - f. Comments from the Superintendent of Allegany County
 - g. Old Business
 - h. New Business
 - i. Next meeting Date

ARTICLE XV - Election of Non-Voting Student School Board Member

SECTION 1

Qualifications- The student member shall:

1. Be a full-time student in the Allegany County Public School system during term of office---- must be enrolled in at least 5 classes throughout the year.
2. Serve for a (1) year ---- July 1 through June 30
3. Be a non-voting member, and advise the Board on the thoughts and opinions of the students.
4. Be a permanent student of Allegany County Public schools for at least 2 years prior to election.
5. Serve as a liaison between elected Board of Education and ACASC
6. Not attend Executive Sessions of the Board of Education
7. Meet standards and qualifications from ACASC officers (Article VIII, Section 2)

SECTION 2

Election of Student Board Member- The election of student member to the Board will be held in April of each school year. The election process will be as follows.

1. Sponsored by ACASC
2. Seniors are not eligible to be a delegate.
3. Three (3) delegates from each high school.
4. No more than (3) candidates from each high school for position of Student Board Member (election)
5. The candidate selected as the non-voting student board will automatically serve as Vice-President of ACASC.
6. Candidates cannot be delegates or representatives of ACASC at the election.
7. Candidates will present their essay as speech and answers question from judges during the interview process.
8. Only students from Allegany County Public Schools may vote or question the candidates.
9. Majority vote (51%) determines selection. Delegates and ACASC will vote (1 person=1 vote)
10. All delegates must stay to the conclusion of the day.
11. In case of a tie the county coordinator will chose the non-voting student board member.

SECTION 3

Filling Vacancy of Alternate Student School Board Member

- a. Alternate shall be appointed from the results of the previous election using the names of individuals that ran for Non-voting Student Board Member and placed 2nd and 3rd.

ARTICLE XVI –Voting Procedure for Secretary and Parliamentarian

SECTION 1

- a. Voting will take place at the April/May meeting.
- a. Majority vote (51%) in the April meeting determined selection.
- b. In case of tie the coordinator will chose the best candidate.

- c. This will take place immediately following the student board elections.

ARTICLE XVII – Amendments

- SECTION 1** Pre-filed - When a proposed amendment to this document is pre-filed in the ACASC, it shall pass with a 2/3 vote of the voting members of the ACASC.
- SECTION 2** The Constitution shall be reviewed and revised by a committee appointed by the President, consisting of one person from each member school.
- SECTION 3** To have consistency in technical areas, the President shall appoint, when he/she deems necessary, a committee comprising of one student from each high school to review the Constitution and make changes needed for the document to be grammatically correct, provided that the intent of the clause is not changed. This committee is also authorized to review the Constitution and make recommendations to ACASC for changes in the Constitution to be voted on by ACASC.

Article XVIII – Ratification

- SECTION 1** This document shall be ratified by a 2/3 vote of the voting members of the ACASC and approved by the county coordinator.

This Constitution is hereby ratified by the ACASC on the ____ day of _____ in the ____ year.

Signed

Student Board Member / Vice- President of ACASC (Co-Chair of Constitutional Convention)

Alternate Student Board Member/ President of ACASC (Co-Chair of Constitutional Convention)

Secretary/ Treasurer (Co-Chair of Constitutional Convention)

Parliamentarian/ Sergeant at Arms (Co-Chair of Constitutional Convention)

Superintendent of Allegany County Schools

FRAMERS

Allegany Representative

Career Center for Technical Education Representative

Mountain Ridge Representative

Fort Hill Representative