

# Constitution of the Garrett County Association of Student Councils

## ARTICLE I-Name

The name of this organization is the Garrett County Association of Student Councils.

## ARTICLE II - Purpose

The purpose of GCASC shall be to promote an understanding between the Garrett County secondary schools, to convey student concerns to the Board of Education, to increase the effectiveness of the individual student councils of the county, and to voice the concerns of the student councils of the county to MASC.

## ARTICLE III - Affiliation

GCASC shall maintain an affiliation with the MASC and the Garrett County Board of Education.

## ARTICLE IV - Membership

### Section 1. Membership

- A. Membership shall consist of Southern High School, Southern Middle School, Northern High School, and Northern Middle School. (All Garrett County secondary schools wishing to participate)

### Dues

- A. Annual dues for each member school shall be provided for in the bylaws.

## ARTICLE V – Legislature

### Section 1. Executive Board

- A. The Executive Board shall consist of President, First Vice President, Second Vice President, Secretary, Treasurer, and one member from each of the schools constituting a board of directors.

### Section 2. Membership

- A. The membership in the General assembly shall be limited to four voting delegates from each member school. All members of the GCASC Executive Board shall also be extended voting privileges.

Section 3. Meetings

- A. Holding of Meetings - The general assembly shall meet at least three times during the school year.
- B. Notice of Meetings - The executive board shall provide two weeks prior notice of all general assembly meetings to GCASC member schools.
- C. Governance - All general assembly meetings shall be governed by Robert's Rules of Order- Newly Revised
- D. Chair - All general assembly meetings shall be chaired by the President.

Section 4. Duties and Responsibilities

The general assembly shall:

- A. conduct all legislative business;
- B. override an executive board vote by a two-thirds vote;
- C. regulate its committees;
- D. serve to elect the President, First Vice President, Second Vice President, Secretary, and Treasurer,
- E. approve all executive board appointments;
- F. approve revision of GCASC Constitution and Bylaws by a two-thirds vote; and
- G. draft and introduce legislation into the MASC general assembly.

ARTICLE VI - Executive Board

Section 1. Name

- A. All executive powers herein granted shall rest with an executive body to be known as the Executive Board.

Section 2. Membership

- A. The membership in the executive board shall be limited to the officers of GCASC, and one member from each of the schools.

Section 3. Meetings

- A. Holding of Meetings - The executive board shall meet not less than four times every year, at a time and place determined by the president
- B. Governance - All meetings shall be governed by Robert's Rules of Order. Newly Revised, except as specifically stated herein.
- C. Chair - All meetings shall be chaired by the president.

Section 4. Duties and Responsibilities

The executive board shall:

- A. Oversee all GCASC activities;
- B. Act in an advisory capacity at the general assembly;
- C. Prepare the agenda for all general assembly meetings;
- D. Determine the time and place for all general assembly meetings;
- E. Act upon all impeachments of GCASC officers;
- F. Execute the GCASC Constitution and Bylaws;
- G. Execute all orders of the general assembly;
- H. Veto all decisions of the general assembly with a two-thirds vote; and
- I. Maintain association with MASC.

ARTICLE VII - Committees

Each of the general assembly's committees shall meet as needed as determined by the chairperson. The chair shall:

- A. Determine time and place of each committee meeting;
- B. report at each executive board meeting and general assembly; and
- C. keep a roll of all participants in the committee and present the roll to the secretary when the committee has finished performing its duties.

ARTICLE VII - Representation

Section 1. Members

- A. Name - Each member to the general assembly representing his school shall be known as a delegate.
- B. Suffrage -
  1. Each delegate is entitled to one vote in the general assembly
  2. Anyone else in attendance shall not have suffrage and shall be known as an observer.
- C. Selection of Delegates - Each school's Student Council will be responsible for selecting their school's delegate to the board of director's and the member schools four voting delegates.
- D. Duties and Responsibilities -

A delegate shall:

1. Attend all general assembly meetings;
2. keep record of all meetings;
3. present the concerns of his/her school to the general assembly;
4. relate GCASC business to his school;
5. be a member of one or more committees and attend all meetings of that committee;
6. be familiar with the policies of his school, county, and the state of Maryland;
7. be familiar with the constitution of his school, GCASC, and MASC; and
8. notify his delegation in case of inability to perform the above duties.

## Article IX - Elected Officers

### Section 1. Names

The elected officers of GCASC shall be:

- A. the president;
- B. the first vice president;
- C. the second vice president;
- D. the secretary; and
- E. the treasurer.

### Section 2. Qualifications

The elected officers of GCASC shall be the president, first vice president, second vice president, secretary, and treasurer. The qualifications of the elected officers shall be that the candidate for president be either a junior or senior during the term of office and have served as a member of GCASC for at least one year. The candidate for second vice president must be a middle school student during his/her potential term of office and must have been a member of GCASC for at least one year. The first vice president, secretary, and treasurer aren't limited to any specific grades, but they must also be a member of GCASC for one year.

### Section 3. Elections

#### A. Elections (Regular)

1. Suffrage - Elections for the executive board shall take place before the end of the school year for the following year. All voting members of the general assembly shall be given the right to vote in the regular election. In order to vote, a delegate must have attended at least 1/2 (50%) of the regular meetings, including the day of elections.
2. Nominations - The method of self-nomination shall be used. The candidate must register by the date determined by the elections committee. All voting shall be done by secret ballot.

3. Time - All annual elections shall be held during the last regularly scheduled general assembly meeting.
  4. Procedure - All candidates shall have submitted nomination form by date set by election committee and advisor. Each candidate shall be given the opportunity to address the general assembly in a speech, not to exceed five minutes. At the conclusion of office, a five minute question and answer period shall take place. Then each delegate with the right of suffrage and members of the executive board shall cast their votes by means of secret ballot. Write-in candidates shall not be recognized.
  5. Tabulation - The tabulation of the voting shall be performed by one delegate from each school and the advisors in attendance. The tabulation delegate from each school shall be selected by the executive board prior to the election.
- B. Special Elections - When any executive committee position becomes vacant, the executive board shall elect a person to fill that position.
- C. Term of Office - All newly elected GCASC officers shall serve a full-year term beginning the day of the elections.

#### Duties and Responsibilities

- Section 5. A. President - The president shall:
1. chair all meetings of the general assembly and of the executive board;
  2. review the Bylaws prior to the start of the school year;
  3. serve as the official spokesman for GCASC;
  4. serve as the official representative of GCASC to the Maryland Association of Student Councils; and
  5. serve as an executive board member to MASC;
  6. determine the time and place of all executive board meetings;
  7. prepare the agenda for all executive board meetings;
  8. be an ex officio member of all the general assembly's committees;
  9. perform all other duties developing from office;
  10. act as a liaison between GCASC and the Maryland Board of Education through MASC;
  11. attend all GCASC functions

- B. First Vice President - The first vice president shall:
1. assume the duties and responsibilities of the president when he/she is not able to do so;
  2. aid the president in fulfilling his/her duties and responsibilities;
  3. coordinate and be an ex officio member of all of the general assembly's committees;
  4. attend all executive board meetings; and
  5. attend all GCASC functions.
- C. Second Vice President - The second vice-president shall:
1. assume the responsibilities of the president where he/she and the first vice president are unable to do so;
  2. serve as GCASC's official spokesperson for middle schools students, working closely with county middle schools and the MASC second vice-president;
  3. attend all executive board meetings;
  4. attend all GCASC functions.
- D. Secretary - The secretary shall:
1. keep an attendance record of all GCASC members at committee and general assembly meetings;
  2. keep a roster of all students involved in GCASC;
  3. keep a record of minutes at general assembly; and
  4. attend all GCASC functions.
- E. Treasurer - The treasurer shall:
1. assume the duties of the president when he/she and the two vice president are unable to do so;
  2. disburse all GCASC funds as necessary with the approval of the general assembly;
  3. keep accurate, up-to-date records of all GCASC financial affairs;
  4. present and interpret financial reports at all general assembly meetings;
  5. aid in the collection of dues;
  6. improve GCASC financial status;
  7. disburse the executive fund as necessary with the approval of the executive board;
  8. attend all executive board meetings; and
  9. attend all GCASC functions.

## ARTICLE X - Appointed Officers

### Section 1. Names

The appointed officers of GCASC:

- A. Parliamentarian
- B. Historian
- C. Publicity Director

### Section 2. Qualifications

- A. The parliamentarian shall be enrolled in the ninth through the twelfth grade and shall have adequate knowledge of parliamentary procedure.
- B. Other Offices  
All other officers shall be enrolled in the seventh through twelfth grade during the term of office.

### Section 3. Appointments

All appointments shall be made by the executive Board prior to the start of the school year. Each appointed officer will be appointed with the consent of his/her local advisor and shall be one of the four voting delegates from his/her school.

### Section 4. Term of Office- Same as elected officers.

### Section 5. Duties and Responsibilities

- A. The parliamentarian shall:
  - 1. Advise the president, executive board, and general assembly on matters of procedures and on the provisions of the constitution and bylaws;
  - 2. see that parliamentary procedures according to Robert's Rules of Order - Newly Revised are observed at all meetings of the general assembly, except where specifically stated herein;
  - 3. aid the members of the general assembly in understanding the procedure;
  - 4. aid student council presidents in teaching parliamentary procedure;
  - 5. aid the president in the annual revision of the bylaws;
  - 6. perform all other duties request by the president;
  - 7. attend all executive board meetings; and
  - 8. attend all GCASC functions.

B. The historian shall:

1. collect and compile any pictures, articles or other types of memorabilia dealing with the GCASC;
2. compile this information in a scrapbook to be presented upon the request of the president;
3. perform all other duties requested by the president;
4. attend all executive board meetings;
5. attend all GCASC functions.

C. The Publicity Director shall:

1. head a committee responsible for the publication of a newsletter, which shall be distributed no less than once every six (6) weeks during the school year;
2. forward copies of the newsletter to member school delegations, regions within the state, and additional persons on the mailing list;
3. report information regarding GCASC activities to individual school newspapers;
4. maintain a dialogue with local newspapers and other media about GCASC activities;
5. perform all other duties requested by the president;
6. attend all executive board meetings; and
7. attend all GCASC functions.

Article XI - Removal and Replacement

Section 1. Delegates

A. Removal

1. All delegates and officers must attend at least 1/2 or 50% of GCASC meetings a year.
2. All Executive Board members must perform the duties stated within the Constitution
3. Removal of any delegate or Executive Board member shall require a 2/3 majority vote of the Executive Board.
4. The removal of any delegate or Executive Board member shall be reported to the school within one week.

B. Replacement

1. When a delegate's position becomes vacant, the replacement shall be made by decision of the school's advisor.

Section 2. Officers

A. Removal

1. Impeachment - The impeachment of an appointed or officer shall occur when a petition stating the charges against the officer, which is approved by a majority of the voting delegates, is filed with the Executive Board.
2. Hearing - After investigation of the charges, the executive board shall hold a hearing on the impeachment, at which time the accused officer and the member who filed the petition may present their cases.
3. Vote - After the hearing, the executive board shall vote on the removal of the officer, which shall require a 2/3 vote.

B. Replacement

1. President - When the office of president becomes vacant, the first vice president shall become president.
2. Vice Presidents, Secretary, and Treasurer - When the office of vice presidents, secretary or treasurer becomes vacant, procedures for special elections shall be used.
3. Appointed Officers - When the office of an appointed officer becomes vacant, the normal procedure for appointments shall be followed to fill that office.

Article XII - Bylaws

Section 1. Name - There shall be a set of fundamental policies at the end of this document to be known as the bylaws.

Section 2. Containments - The bylaws shall contain:

- A. all policies regarding annual dues for each member school;
- B. a list of all recognized schools;
- C. any policies deemed necessary.

Section 3. Revision - Each new president shall review the bylaws and submit any revision to the executive board, prior to the start of the school year, for its approval.

Article XIII- Amendments

Section 1. Pre-filed - When a proposed amendment to this document is pre-filed two weeks before the next general assembly meeting with the president, it shall require a two-thirds vote of the general assembly's suffrage delegates.

Section 2. Spontaneous - When a proposed amendment to this is not pre-filed with the president, then it shall require a four-fifths vote of the general assembly's suffrage delegates to pass.

Article XIV - Law and Order

GCASC shall follow the rules of Robert's Rules of Order, Newly Revised. Any questions about procedure must be referred to either this document or Robert's Rules of Order, Newly Revised.

Article XV - Adoption

This document shall become the constitution of GCASC when it is approved in the 1990-91 school year.

# The Bylaws of the GCASC Constitution

## Article I - Dues

Annual dues for each member school shall be \$25.00

## Article II - Recognized Schools

The recognized schools of GCASC are the following:

1. Northern High School
2. Northern Middle School
3. Southern High School
4. Southern Middle School
5. Bloomington

## Article III - Polices

### Section 1. The Executive Board Fund

- A. A fund of \$100 shall be issued to the executive board for use when expenses arise and are considered necessary by the organization in between general assembly sessions.
- B. The disbursement of the fund shall require a majority vote of the members of the executive board present at the executive board meeting.
- C. Once the fund has been or is close to liquidation, the general assembly must approve the reimbursement of the fund.

## Article IV - Amendments

Section 1. Pre-filed - When a proposed amendment to this document is pre-filed two weeks before the next general assembly meeting with the president, it shall require a two-thirds vote of the general assembly's suffrage delegates.

Section 2. Spontaneous - When a proposed amendment to this is not pre-filed with the president, then it shall require a four-fifths vote of the general assembly's suffrage delegates to pass.