

TASC DISTRICT 3 CONSTITUTION

TEXAS ASSOCIATION OF STUDENT COUNCILS
(HIGH SCHOOLS)

ADOPTED SPRING 2024

CONSTITUTION OF DISTRICT 3

TEXAS ASSOCIATION OF STUDENT COUNCILS

(HIGH SCHOOLS)

PREAMBLE

We, the member schools of District 3, do hereby establish this constitution for the members of this district. We endeavor to develop and promote individual leaders, create diversity of knowledge and skills within councils, and encourage a dedication to service.

ARTICLE I

Name

The name of this organization shall be District 3 of the Texas Association of Student Councils for the High Schools, hereafter referred to as the “District.”

The officers of the District shall make up the Executive Board of District 3, hereafter referred to as the “Board.”

ARTICLE II

Purpose

Section 1: The mission of TASC District 3 is to develop and promote individual leaders, diversity of knowledge and skills within councils, and dedication to service.

To further our mission, we will:

1. Provide opportunities for personal growth and leadership skills development, thus empowering students to grow their local council and make a positive impact within their communities.
2. Establish an inclusive community where communication, collaboration, partnership, and personal are valued.
3. Promote active, democratic participation in district, state, national, and any other authorized Student Council meetings.
4. Further the mission and values of TASC.

Section 2: The Board shall ensure that the purpose and objectives of the District are effectively carried out.

ARTICLE III

Membership

Section 1: Charter members of this organization are Bonham High School, Denison High School, Denton High School, Denton Laboratory School, Gainesville High School, Grand Prairie High School, Highland Park High School, Sherman High School, Sherman Junior High School (now a member of the middle level division of District 3 of the Texas Association of Student Councils), and McKinney High School.

These schools attended the organizational meeting for Student Councils in this district at Sherman High School on February 12, 1955.

Section 2: District 3 shall be composed of the following counties: Cooke, Grayson, Fannin, Kaufman, Hunt, Collin, Denton, Wise, Parker, Palo Pinto, Tarrant, Dallas, Rockwall, Ellis, Johnson, Hood, and Somervell. Schools in counties bordering on the aforesaid district may make a written request to the District 3 Executive Committee for membership in District 3, Texas Association of Student Councils.

Section 3: Membership shall consist of any high school located in the designated area of District 3, provided it pays its annual membership dues to the Texas Association of Student Councils.

Section 4: The privileges of membership shall include access to district events such as the Fall and Spring conferences, the district overnigher, and any additional events established by the Board.

Section 5: All district events shall follow TASC policies regarding illegal substances, weapons and safety, and dress code. Furthermore, no person, on the grounds of race, color, national origin, gender, sexual orientation, religion, or disability shall be excluded from or denied the benefits of membership.

ARTICLE IV

Meetings

Section 1: General Meetings

1. The District shall convene at least twice during the year at a time set by the host school, once in the fall and once in the spring before the state TASC conference. Additional meetings may be called at the discretion of the Board.
2. A 20% presence of current member schools shall constitute a quorum to transact any business that requires voting. Each school shall be entitled to one vote. A simple majority of those voting shall constitute an affirmative vote.

Section 2: Board Meetings

1. The Board shall convene at least twice during the year. Board meetings will be held at least four (4) weeks prior to each district conference. The Board shall conduct all district

business.

2. A two-thirds (2/3) presence of the Board shall constitute a quorum to transact any business. A simple majority of those voting shall constitute an affirmative vote of the Board. Each board member shall be entitled to one vote and the vote of the majority of the Board at any meeting at which there is a quorum shall be sufficient to transact business.

ARTICLE V

Officers

Section 1: The Board of the District shall consist of elected and appointed positions as specified below.

1. Elected school positions shall consist of President, Vice President, Corresponding Secretary, Recording Secretary, and Parliamentarian. Schools, not individuals, shall be elected. Each school shall be represented by one (1) advisor and one (1) student. Each school shall choose the student representative who will perform the duties of the office.
2. Elected advisor positions shall consist of Past President Advisor, Executive Secretary, Assistant Executive Secretary, Treasurer, and District Coordinator.
3. Fall and Spring Conference Host schools are appointed from submitted applications by the current Board for the upcoming year.

Section 2: In order for a school to be eligible to run for office, the school must have been present for the previous Fall and Spring conferences prior to elections. Schools may hold only one office at a time. Schools with a student representative on the Board may not run for district office, unless a vacancy occurs following the deadline to submit intent to run. The District Spring Conference Host school may not run for any office, including vacancies, while hosting.

Section 3: Elections for advisor positions shall be held during the Spring conference every odd numbered year. Each member school may submit one vote per position.

Section 4: Elected schools shall serve a term of one (1) year. All elected advisor positions shall serve a term of two (2) years. The Assistant Executive Secretary automatically becomes District Executive Secretary at the end of two years and a succeeding Assistant Executive Secretary shall be elected.

Section 5: All schools running for office shall be prepared to assume the duties of the office, if elected, and to carry out duties as outlined in the Constitution and Bylaws of District 3. Officer duties and expectations are as stated in the Bylaws.

Section 6: Failure to fulfill duties or absence from board meetings can be grounds to remove any officer school or elected board member. Formal written complaints and a two-thirds (2/3) vote by the Board are required for removal. Should an officer school or elected board member resign, the resignation goes into effect when the board approves it. In the event an officer is removed, the board will send a notice of removal to the principal of said school regarding the events leading to the removal.

ARTICLE VI

Elections

Section 1: Elections shall be held during the Spring conference. Elections for schools shall be held annually. Elections for advisor positions shall be held every odd numbered year. Elections shall be held as stated in the TASC District 3 Election Policy and Procedures. Each school filing for office with the District will be provided a copy of the campaign procedures of District 3.

Section 2: In the event of a mid-term vacancy, the position shall either be filled for the remainder of the term or the position shall remain vacant until the next Spring conference (depending on time of year).¹

1. If the vacancy applies to an individual within a school elected position, the elected school is responsible for replacing the student or advisor.
2. If the vacancy applies to an elected school, the vacancy should be filled by the school that, based on election results, ran and was not elected. Should the position have not been contested, the Board shall determine the school to appoint to the position.
3. If the vacancy applies to an elected advisor, the vacancy should be filled by the advisor that, based on election results, ran and was not elected. Should the position have not been contested, the Board shall determine the advisor to appoint to the position.
4. Appointments to fulfill vacated positions will be made by the Board.

ARTICLE VII

Committees

Section 1: Ad hoc committees may be created by the board on an as needed basis. The duties and duration of these committees shall be stated by the Board upon establishment of the committee.

ARTICLE VIII

Bylaws

Section 1: Bylaws of the District shall be established and amended by a two-thirds (2/3) vote of the member schools present and voting.

ARTICLE IX

Amendments

Section 1: Amendments may be proposed by the Board or advisors of member schools. Proposed amendments shall be submitted to the President School Advisor.

Section 2: A simple majority vote of the Board is required to approve the proposed amendment(s) and call for an election to amend the constitution.

Section 3: Approved proposed changes shall be sent to all member schools by the District Coordinator at least thirty (30) days before the election to amend.

Section 4: Ballots to approve proposed amendments shall be prepared and distributed by the District Coordinator. The amendment will be approved or disapproved by vote of the advisor of member schools. Two-thirds (2/3) of the votes submitted shall be required for ratification.

ARTICLE X

Ratification of the Constitution

Section 1: This constitution shall be presented by email or mail to the advisor and principal of each member school for ratification. Ballots will be prepared and distributed by the District Coordinator to all member schools. Votes will be submitted by the member school advisor. Votes will be validated by a Constitutional Committee, comprised of the Elected Advisors to the Board. Two-thirds (2/3) of the votes submitted shall be required for ratification. If ratified, the new constitution will be effective immediately.

ARTICLE XI

Constitutional Clarifications

Section 1: Questions concerning the interpretation of this document shall be decided by the Board.

DISTRICT 3 BY-LAWS

Section 1: Duties of the elected schools, advisors, and appointed positions.

1. All elected and appointed officers and any necessary committee chairs shall attend all meetings and the annual officer retreat.
2. Each board member shall be entitled to one (1) vote.
3. In conjunction with the advisor, the President shall:
 - a. Preside at all board and student business meetings of the organization.
 - b. Appoint all committees.
 - c. Call all board and student business meetings.
 - d. Work with the District Coordinator in planning the business meeting at the district conference.
 - e. Call a Board meeting at least four (4) weeks prior to each district conference.
 - f. Complete all other duties as assigned.
4. In conjunction with the advisor, the Vice President shall:
 - a. Execute the duties of the President in case of the President's absence.
 - b. Act as chairperson of the credentials committee.
 - c. Coordinate filing for office of candidate schools and host schools.
 - d. Notify member schools of vacancies before and after the deadline to file.
 - e. Coordinate all officer school elections, including certifying candidates, acting as a timer for campaign presentations, and providing ballots for elections.
 - f. Coordinate district membership initiatives in conjunction with the District Coordinator.
 - g. Complete all other duties as assigned.
5. In conjunction with the advisor, the Corresponding Secretary shall:
 - a. Ensure that member schools have current information regarding district and state activities through various forms of correspondence as stated in the TASC District 3 Communications Policy.
 - b. Work closely with the Board to promote the District using social media.
 - c. Complete all other duties as assigned.
6. In conjunction with the advisor, the Recording Secretary shall:
 - a. Keep and distribute accurate minutes of all conference and Board meetings.
 - b. Ensure that all membership lists and minutes are uploaded to the electronic repository and backed up annually.
 - c. Verify eligibility of candidate schools desiring to run for a district office, and provide documentation to the Credentials Committee.
 - d. Complete all other duties as assigned.
7. In conjunction with the advisor, the Parliamentarian shall:
 - a. Interpret parliamentary procedure according to Robert's Rule of Order.
 - b. Coordinate the scrapbook committee and District Top Projects
 - c. Coordinate the resolutions committee at the district conferences.
 - d. Coordinate the organization of the electronic repository.
 - e. Coordinate district recognition and award programs.

- f. Obtain and present awards to outgoing officer schools, advisor Board members, Advisor of the Year, and retirees.
 - g. Complete all other duties as assigned.
 - 8. The Fall and Spring Host schools shall:
 - a. Work with the Board as needed in planning the conference program.
 - b. Host the conference as stated in the District 3 Hosting Procedures.
 - 9. The Executive Secretary shall:
 - a. Call meetings of the district advisors on the day of each conference in coordination with the host school.
 - b. Preside over the advisors' meeting at each conference.
 - c. Conduct all elected advisor elections.
 - d. Coordinate additional advisor training with the District Coordinator.
 - e. Work with the Treasurer and District Coordinator to plan and coordinate the district overnight retreat.
 - f. Complete all other duties as assigned.
 - 10. The Assistant Executive Secretary shall:
 - a. Keep a history of the District by keeping a file, which includes minutes, a list of schools attending conferences and events, and programs of district meetings.
 - b. Record and file minutes of all the district advisors' meetings.
 - c. Notify member schools concerning all scholarship applications and to coordinate the scholarship committee.
 - d. Prepare an event planner or calendar, including district, state, regional, and national events.
 - e. Complete all other duties as assigned.
 - 11. The Treasurer shall:
 - a. Receive yearly state rebate checks from state membership dues.
 - b. Disperse district funds as the necessity arises. Dispersal of funds shall be as stated in the TASC District 3 Financial Policy.
 - c. Keep accurate records of collection and disbursement to district funds.
 - d. Report on district finances at any district Board or business meeting.
 - e. Have means for disbursement of funds in the treasury of District 3 TASC
 - f. Give a printed report of funds to all member schools at least once each year at the Spring conference.
 - g. Deposit all monies in a bank selected by the treasurer, unless a change is deemed advisable by the Board.
 - h. Work with the Executive Secretary, District Coordinator to plan and coordinate the district overnight retreat.
 - i. Complete all other duties as assigned.
 - 12. The District Coordinator shall:
 - a. Serve as an advisor to the Board.
 - b. Coordinate the selection of the District Advisor of the Year.
 - c. Coordinate the new officer retreat.
 - d. Coordinate additional advisor training with the Executive Secretary.
 - e. Work with the Treasurer and Executive Secretary to plan and coordinate the district overnight retreat.

- f. File with TASC a copy of the Constitution of District 3 of TASC.
- g. Coordinate district membership initiatives in conjunction with the Vice-President school.
- h. Complete all other duties as assigned.

Section 2: Committees

1. There shall be an Auditing committee composed of one (1) advisor, two (2) students, and the district treasurer. This committee shall examine and verify the treasurer's yearly report.
2. There shall be a scholarship committee coordinated by the Assistant Executive Secretary and composed of five to seven (5 – 7) advisors from member schools. These advisors shall read and rank the scholarship applicants. An interview committee appointed by the Assistant Executive Secretary shall interview the final applicants for senior scholarships.
3. There shall be a Resolutions committee coordinated by the Parliamentarian school and composed of at least one (1) advisor, four (4) students, and the district coordinator. This committee shall write, announce, and publicize resolutions at each district conference to show appreciation to all involved in the conferences.
4. There shall be a Credentials committee chaired by the Vice President school and composed of the Recording secretary school and the Assistant Executive Secretary. This committee will certify all candidates for district office at least three (3) weeks prior to the Spring conference.

Section 3: Amendment of By-laws

By-laws may be amended in the same manner as that by which the constitution may be amended; that is by two-thirds (2/3) of the votes submitted..

Section 4: Appeal Process (from the TASC District Organization Documentation)

The Texas Association of Secondary School Principals Board of Directors requires that, as a condition of sponsorship, any action at the district level may be appealed by a member of the district Board or a member school to a committee composed of principals of the district officer schools and the TASC Director. This action may be initiated by mailing a request in writing to the TASC Director.

Section 5: Business Meeting

Business meetings shall be presided over by the District President student. The order of business shall be:

1. Call to Order
2. Minutes
3. Treasurer's Report
4. Committee Reports
5. Old Business
6. New Business
7. Roll Call
8. Adjournment

Revision History

1. 2012: Grammatical fixes
2. Fall 2015: Added ability of board to appoint, removed duplicate job descriptions
3. Fall 2017: Complete revision to meet constitutional guidelines as proposed by TASC

4. Spring 2018: Adopted constitution changes
5. Fall 2019: Grammatical fixes; clarified eligibility of current officers (specifically Spring Conference Host) to run for office following vacancies
6. Summer of 2024: Constitutional changes regarding ratification of amendments and constitution, redistribute some job descriptions, change roman numeral "III" to arabic "3" to adjust to ADA guidelines and grammatical fixes