

Northwest District Constitution 2012-2013

**The Constitution of the
Northwest District (NWD)
of the
Illinois Association
of Student Councils (IASC)**

As revised based upon the
amendments approved at the
2012 District Convention
March 14, 2012.

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Preamble:

We the students of the Northwest District (NWD) of the Illinois Association of Student Councils (IASC), in order to attain a higher standard of citizenship, to promote student participation and interest in the activities of the district and the state, to develop and maintain school leadership activities, and to afford a practical knowledge of democracy, do establish this constitution.

Article I: NAME

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

Article II: PURPOSE

The purpose of this organization shall be to aid individual NWD member schools in the establishment and maintenance of effective student councils and to increase student participation in the leadership and educational activities of the NWD and IASC.

Article III: MEMBERSHIP

Section 1: The membership of the NWD shall consist of all Illinois High School Association (IHSA) member schools, which lie within the district boundaries as established by the IASC in accordance with its constitution and pay the membership fee as established by the NWD.

Section 2: The membership fee shall be reviewed and set by the Executive Board of the NWD. The sum must be paid to the NWD Treasurer.

Article IV: OFFICERS

Section 1: The Executive Board shall conduct the business of the NWD between annual conventions.

A. The Executive Board shall meet at least once per month during the months of September through May and at least once during the months of July through August.

B. All District schools are strongly encouraged to be represented by a student liaison at all district meetings and activities.

Section 2: The Executive Board shall consist of the following student officers: a President, Vice-President, Secretary, Treasurer, Liaison, and Convention Coordinator, an advisor from each school which has a student Executive Board Officer, and an Executive Director, unless the position is filled by an officer's advisor.

Section 3: The elected members of the Executive Board shall be elected by the voting delegates from the member schools at the annual convention.

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- Section 4: No school shall be represented by or hold more than one student voting position and one advisor voting position in the same year with the exception of:
- A. If an executive board position is not filled at Spring Convention and the executive board believes the most qualified person for the position already has another officer from their school elected, they may appoint this person anyways, allowing the school to hold more than one student voting position and advisor position.
- Section 5: A school shall be allowed to have an officer of the same capacity in power for consecutive years.
- Section 6: Any officer candidate must be a member of their local student council at the time they are elected.
- Section 7: In the event that an Executive Board member is unable to complete his or her term, the Executive Board shall appoint a qualified individual to fill the vacancy.
- Section 8: The NWD shall provide each officer and that officer's school with a plaque for their services at the end of their tenure in office.

Article V: QUALIFICATIONS OF OFFICERS

- Section 1: A student must be in his or her freshman, sophomore or junior year to be a candidate for any office. During his or her entire term in office, he or she must be a regularly enrolled student in a school that is a member of the NWD as well as IASC.
- Section 2: A student must submit, to the President, the written consent of his or her principal and advisor and parent or guardian in order to be eligible to be a candidate for any office.
- Section 3: A student cannot become a sanctioned candidate for office until he or she has met with the Credentials Committee.

Article VI: DUTIES OF THE OFFICERS

- Section 1: The general duties of all NWD Officers shall include:
- A. Attendance at every official district function and the annual IASC convention;
 - B. Preparation and delivery of a monthly report at each district executive board meeting; and
 - C. Maintenance of a file of all activities during the term of office, which will be passed to the successor in office at the time of the joint meeting of the old and new executive boards following the convention.

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- Section 2: The President shall be responsible for the effective operation of the district and shall establish temporary committees, as needed. The President shall also be responsible for all service projects as described in Article X, Section 10.
- Section 3: The Vice-President shall assume the duties of the president in his or her absence or inability to serve. The Vice-President shall be responsible for the publication of the district newsletter to be sent out in the following months: May, September, November, January, and March; and for the creation and maintenance of the NWD website, which is to include the newsletter, and be updated in May, September, November, January and March.
- Section 4: The Secretary shall
- A. Be responsible for keeping accurate records of all district meetings;
 - B. At the annual spring convention, distribute the Honor Council criteria for the following year, and shall, soon after the start of the school in the fall, send information concerning the criteria and the Honor Council process to all schools who were district members the previous year, and to all new member schools as these schools join the district, and shall maintain contact with district schools concerning Honor Council in order to encourage and facilitate participation;
 - C. Prior to December 20th, send information concerning discussion groups to all district member schools, and to all new member schools as these schools join the district, shall maintain contact with individuals accepted as discussion group leaders in order to encourage and facilitate participation, and shall organize discussion group leader training prior to convention;
 - D. Be responsible for the discussion groups at the annual convention.
- Section 5: The Treasurer shall be responsible for keeping accurate financial and membership records. He or she shall also be in charge of membership drives and the publication of the booklet containing the district directory and the NWD constitution.
- Section 6: The Liaison shall:
- A. Send a monthly report to the IASC Executive Board and attend at least one IASC Board meeting.
 - B. Handle all public relations for the district. This, includes, but is not limited to the following:
 - a. Write press releases for area newspapers
 - b. Submit photos to area newspapers
 - c. Write press releases for area radio stations

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- d. Write press releases for area television stations
- e. Schedule media interviews with NWD participants, district officers, and/or advisors (when applicable)
- f. Create any advertising for local media that the district might call for.

- Section 7: The Convention Coordinator shall:
- A. Make all necessary arrangements for convention.
 - B. Arrange for all entertainment and or speaker(s) at the convention.
 - C. Prepare a convention budget to be approved at the December board meeting.
 - D. Prepare all NWD Officer application materials for approval by December meeting.
 - E. Send out all communications regarding the Spring Convention and District Officers according to the timeline set forth by the board.

Article VII: EXECUTIVE DIRECTOR

- Section 1: The Executive Director shall be a non-voting member of the Executive Board.
- Section 2: The Executive Director shall be appointed for a three-year term by the newly elected board members and advisors in a meeting to be held after the announcement of the newly elected board and prior to the adjournment of the convention.
- Section 3: The Executive Director shall meet the requirements and fulfill the duties as stated in the By-Laws.
- Section 4: The Executive Director shall be given an annual honorarium as determined by the Executive Board.

Article VIII: ELECTION OF THE OFFICERS

- Section 1: Officers shall be elected at the annual district 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 second ballot and shall be voted on immediately.
- Section 2: The credentials of the officer candidates shall be checked by the Credentials Committee. The rules for campaign procedures shall be voted on immediately.
- Section 3: If there is no nomination for a district office, that position may be filled by the Executive Board no later than April 30 of that year.

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Section 4: The majority of schools voting are required to elect Executive Board members.

Article IX: COMMITTEES

Section 1: The District Convention Standing Committees shall include: the Credentials Committee, the Resolution Committee and Constitution Committee, and the Honor Council Committee.

- A. The President shall be responsible for the Credentials Committee, the Secretary shall be responsible for the Honor Council Committee, and the Treasurer shall be responsible for the Resolutions and Constitution Committee.
- B. Committee members shall be appointed by the officer responsible for that committee and shall be limited to one person per school unless there are insufficient applicants.
- C. Committee chairpersons shall be appointed by the Executive Board.
- D. Each committee shall meet at the convention and at least one other time during the year.

Section 2: The Credentials Committee shall review the qualifications for the potential candidates and report during the annual convention prior to the election.

- A. The committee shall have the power to disqualify candidates who do not fulfill qualifications.
- B. The committee shall have the power to recommend or not recommend a candidate based upon the criteria developed by the committee and approved by the Executive Board.
- C. The Credentials Committee may submit as many qualified candidates for each office as it determines.
- D. The Credentials Committee may authorize changing an office without the consent of the student and advisor.

Section 3: The Honor Council Committee shall review Honor Council criteria and shall evaluate Honor Council Books.

- A. The committee shall have the power to determine Honor Council criteria, which must be approved by the Executive board.
- B. The Committee shall have the power to name District Honor Council winners based on the criterion.

Section 4: The Resolutions and Constitution Committee shall review the constitutional changes and resolutions proposed by the member schools and shall report to the convention its recommendation.

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Section 5: The President shall have the power to establish ad hoc committees when he or she deems necessary. The delegation at the annual convention shall also have the power to establish ad hoc committees.

Article X: CONVENTION

Section 1: There shall be an annual district Convention for all member schools. The Executive Board shall determine the host school.

Section 2: The annual District Convention shall be in March, the date to be chosen by the Executive Board and host school.

Section 3: It shall be the responsibility of the Executive Board and host school to determine a place for the annual District Convention and to notify all schools of the place and date.

Section 4: It shall be the responsibility of the Executive Board to appoint an Executive Board member to serve as the convention coordinator.

Section 5: Convention registration fees shall be paid to the Northwest District of Student Councils.

A. Each delegate and advisor attending the convention shall pay a registration fee.

B. The Executive Board shall determine the registration fee.

Section 6: Only representatives from the NWD member schools may attend.

A. Each school shall be able to send a quota of ten delegates to the District Convention.

B. Each school shall be able to send out of quota delegates who have been appointed to convention positions which shall include:

a. District Hall of Ideas Chairpersons;

b. District Service Project Chairpersons;

c. Members of the District Convention Standing Committees

Section 7: Each school represented at the convention shall have one vote.

Section 8: At each convention there shall be displays of projects that shall be represented by students chosen as Hall of Ideas School Chairpersons.

A. The Vice-President shall determine the criteria for acceptance of projects, the procedure for application, and the method by which progress should be reported, and shall send this information and an application for the Hall of Ideas Chairpersons to the member schools in December. The Vice-President shall notify all applicants of acceptance or rejection as Hall of Ideas Chairpersons by the end of January and shall work closely with these chairpersons to ensure completion of their projects.

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B. The District Hall of Ideas Chairpersons shall be appointed by the District Board on the recommendation of the Vice-President.

C. No school shall have more than 2 presentations unless given specific approval by the Executive Board.

Section 10: At the District Convention, there shall be a number of service projects as determined by the needs of the District Board.

A. The President shall determine the criteria for acceptance of projects, the procedure for application, and the method by which progress should be reported, and shall send this information and an application for the Service Project Chairpersons to the member schools in December. The President shall notify all applicants of acceptance or rejection as Service Project Chairpersons by the end of January and shall work closely with these chairpersons to ensure completion of their projects.

B. The District Service Project Chairpersons shall be appointed by the District Board on the recommendation of the President.

C. No school shall have more than 2 projects unless given specific approval by the Executive Board.

Article XI: AMENDMENTS

Section 1: Amendments to this constitution may be passed at the annual District Convention by a two-thirds vote of the member schools.

Section 2: Amendments to the constitution shall be submitted in writing at least one month prior to the convention for consideration. Schools may bring amendments to the floor if petitioned by a majority of current member schools.

Section 3: Amendments shall take effect immediately after the annual convention is adjourned.

BYLAWS

1. **ROBERT'S RULES OF ORDER**, newly revised, shall be the final authority for all disputed technicalities that arise during business sessions.

2. The NWD will hold freshman / first year student council members a leadership training school each year provided that at least ten individuals agree to attend.

3. The NWD shall maintain and regularly update a web page.

4. Qualifications of the Executive Director

The Executive Director shall have been a local advisor for at least three years and have had previous experience as a District Officer Advisor.

The Executive Director must be able to attend the meetings of the Northwest District Executive Board.

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5. Duties of the Executive Director

The Executive Director shall communicate with, and advise NWD Officers and advisors as needed to insure efficient functioning of the Executive Board.

The Executive Director shall maintain the general files of the NWD.

The Executive Director shall communicate with the local advisors of the Northwest District.

The Executive Director shall conduct an advisors' meeting at the fall workshop and the spring convention.

The Executive Director shall house the leadership lending library of the NWD.

The Executive Director shall act as the designated NWD account holder.