**Constitution of the Kickapoo District**

**of the**

**Illinois Association of Student Councils**

(revised March 2013)

**ARTICLE I-Name**

The name of this organization shall be the Kickapoo District of the Illinois Association of Student Councils.

**ARTICLE II-Purpose**

The purpose of this district shall be the development of new Student Councils and the betterment of established Student Councils in the district, thus bringing about improvement of the schools: a further aim shall be the stimulation of mutual understanding and cooperation between the faculty and the student body at the member high school, thus aiding in the establishment of good citizenship and character in the youth of the Kickapoo District.

**ARTICLE III-Membership**

Section I: Membership in this association shall consist of all high schools within the boundaries of the Kickapoo District as established by the I.A.S.C. and pay the district membership fees.

**ARTICLE IV-Quorum for Voting Authority**

Section I: Each member school in attendance shall have one vote at all meetings of the association.

Section II: The representatives of member schools in attendance at meetings, for which an attempt has been made to fully notify all member schools, shall constitute a quorum, having complete legislative powers, and by a majority vote of those in attendance shall fix the policy of the association and legislate in all matters except amendments to the constitution.

**ARTICLE V-Executive Powers**

Section I The executive powers shall be vested in a president, a vice-president, a secretary, a treasurer, a convention secretary, a historian/recorder, a virtual historian, a state liaison, a webmaster, their advisors, and one advisor-at-large, henceforth called the executive board.

Section II: In case of temporary absence of an officer, that officer's school may name a substitute to attend the meetings acting as an observer, fulfilling the duties of the officer excluding the right to vote except where provided elsewhere in the constitution.

Section III: In case of extended absence, the Executive Board will name a substitute to fill vacancy.

**ARTICLE VI-Duties of the Executive Board**

Section I: Duties of the President of the Kickapoo District Association of Student Councils:

 (a) To preside over all meetings of the district and the Executive Board.

 (b) Know your Executive Board.

(c) See that the Secretary who presided at the Convention when you were elected sends a copy of the minutes to each member school, to the I.A.S.C. President, and to the editor of the REPORTER.

(d) Have stationary of the KDASC printed when needed and send to Executive Board members.

(e) State Convention

(1) Attend the IASC State Convention in the Spring.

(2) Preside at the District Board Meetings.

(3) Represent your District at the State Convention.

(f) Should attend the National convention and report at the District Convention.

(1) To attend the convention, membership in the State and National Association is required.

(2) The District pays a portion of your expenses to the National and State convention. The amount, depending on the funds available, will be set by the Executive Board.

(g) To perform any other duties assigned by the Executive Board.

Section II: Duties of the Vice-President:

(a) Preside at all meetings in the absence of the President.

(b) Perform any duties assigned by the Executive Board, and those stated in the By-Laws.

(c) Answer all correspondence promptly.

(d) Distribute a newsletter to all member schools when deemed necessary by the Executive Board.

Section III: Duties of the Recording Secretary:

(a) Write minutes of the District Convention, all District meetings, and all Executive Board meetings and send them to all Executive Board members, all schools within the boundaries of the District, the Illinois Association President and Secretary and the editor of the Reporter.

(b) At the district convention, read the minutes of the previous district convention.

(c) Compile directory of all district member schools.

Section IV: Duties of the Treasurer:

(a) Shall be to handle all financial matters of the District.

(b) Collect, deposit, expend, and account for all District money according to the financial policy of his/her school, with the exception of district workshops. The host school shall handle the finances of the district workshops.

(c) Submit a roster of member schools at the first Executive Board meeting following the convention.

(d) Prepare a membership list prior to the convention.

(e) Inform the I.A.S.C. of the Kickapoo District Association member schools by the second Monday in December

(f) Perform any other duties assigned by the President.

Section V: Duties of the Convention Secretary:

(a) Along with the Executive Board, shall choose the date for the District Convention.

(b) Shall be responsible for reserving the location for the District Convention.

(c) Shall be responsible for registration, selection of the guest speaker with the approval by the board, publicity,

 and all convention materials for the District Convention.

(d) Receive permission to host the annual convention from his/her principal.

(e) Provide programs, nametags, voting cards, ballots, and other convention materials to all delegates.

Section VI: Duties of the Virtual Historian

(a) Attend all KDASC activities.

(b) Contact all member schools to obtain pictures/video of their local council activities.

(c) Prepare a media display for presentation at the KDASC annual convention.

Section VII: Duties of the Historian:

(a) Keep a written and pictorial record of all KDASC activities.

(b) Attend all KDASC activities.

(c) Coordinate efforts with the vice-president to promote the KDASC through the newsletter.

(d) Prepare a display for the KDASC to present at the IASC Convention.

Section VIII: Duties of the State Liaison:

(a) Attend one State board meeting.

(b) Maintain communication between the district and state.

(c) Send in all district calendars, secretary, and treasurer reports to the State secretary.

Section IX: Duties of the Webmaster:

 (a) Attend all KDASC meetings.

 (b) Promote the KDASC website.

(c) Every year keep an updated version of the constitution, newsletters, registration sheets, and pictures on the website.

Section X: Duties of the President’s Advisor:

1. The President’s Advisor shall act as the head advisor for the district.

(b) The President’s Advisor shall assume the duties of the Advisor-in-large in his absence.

Section XI: Duties of the Advisors-at-large

(a) The Advisor-at-large shall act as the archivist for the District.

(b) It is the duty of the Advisor-at-large to maintain an archive of District Events to aid in the continuity of the

 Executive Board and to see that a record is kept of the affairs, activities and problems of the District.

1. It is the duty of the Advisor-at-large to clear the archives of any material older than five years before passing the archives to the succeeding Advisor-at-large.
2. The Advisor-at-large shall preside over the annual Advisor’s meeting.
3. The Advisor-at-large shall be responsible for the annual KDASC Advisor of the Year program.

**ARTICLE VII-Qualification of Officers**

Section I: A candidate must have the following qualifications:

(1) He must be in his freshman, sophomore, or junior year.

(2) He must be regularly enrolled as a student in a recognized high school.

(3) He must be on the council at his/her high school.

(4) A signature from the principal and the advisor of the candidate is required of all candidates for office or honor delegate position.

(5) His/her knowledge of Robert's rules of Order and the Kickapoo District constitution should meet the standards and requirements determined by the credentials committee.

(6) He/she must submit proof of his qualifications to the chairman of the credentials committee prior to the date established by this committee.

(7) Nominees from the floor must show proof of their qualifications at the time of nomination.

**ARTICLE VIII-Elections**

Section I: The offices of president, vice president, secretary, treasurer, historian, virtual historian, and state liaison shall be

 elected at the annual district convention and shall serve from the first Executive Board meeting following their

 election until and including the first Executive Board meeting. After the following year's convention, there shall

 be a joint board meeting, with both old and new officers present. The old officers will preside at this meeting.

 The webmaster will be appointed by the new officers at the joint meeting following the convention.

Section II: Each member school in attendance shall have one vote.

Section III: To be elected, an officer must receive a majority of all votes cast for candidates for that office.

Section IV: The Convention Secretary shall be appointed by the host school for the District Convention, with the approval of the Executive Board.

Section V: In the event there are no candidates for an officer position, the defeated parties of any other races will have a run-off for the empty seat.

Section VI: In the event there are no candidates for an officer position and only one other office is contested, the defeated party of that race will be asked to fill the empty seat.

Section VII: Anyone running for office must have an advisor present at the spring convention.

Section VIII: A member school may have no more than two elected and one appointed KDASC

Executive Board members, unless otherwise directed by the elected Executive Board.

Section IX: An officer may fill an officer position for one term only.

**ARTICLE IX-Meetings**

Section I: There shall be an annual meeting for all member schools.

Section II: The time of the annual meeting shall be at the time chosen by the President and the host school.

Section III: The place of the annual meeting for the succeeding year shall be selected by the Executive Board at its first meeting.

**ARTICLE X-Dues**

Section I: The annual dues to this association shall be $25.00 or the amount determined by the Illinois Association of Student Council.

**ARTICLE XI-Advisors**

Section I: A meeting of the advisors shall be held during the annual meeting. At this time the advisors shall conduct necessary business and shall elect an advisor-at-large to the Executive Board for a one-year term. The Advisor-at-large will be selected from schools, which do not have an officer on the succeeding year’s Executive Board.

Section II: This advisors’ meeting is conducted by the Advisor-at-large. The presiding officer shall appoint a secretary to record the minutes of this meeting. These minutes are passed to the succeeding Advisor-at-large at the close of the annual meeting.

**ARTICLE XII-Amending Procedure**

Section I: Proposed amendments to this constitution must be presented in writing to the President prior to the annual meeting.

Section II: Proposed amendments to this constitution must be presented as a motion, and seconded, at the second general session of the annual District Convention.

**BY-LAWS**

**ARTICLE I-Parliamentary Procedure**

Robert's Rules of Order, newly revised, shall be the final authority for all disputed technicalities which may arise during business sessions.

**ARTICLE II-Financial Procedure**

Section I: A report shall be made by the outgoing and incoming treasurer at the first Executive Board meeting following the convention. The result of this report shall be furnished to all member schools. After the report is complete, the books shall be turned over to the new officer.

**ARTICLE III-Credentials Committee**

Section I: The credentials committee shall be responsible for the conduction of all elections of the Kickapoo District of the

 I.A.S.C.

Section II: The committee shall be responsible for obtaining and ascertaining the validity of the proof of qualifications of

 all candidates for office.

Section III: The members of the Credentials committee shall be chosen by the Executive Board of the KDASC from a

 group of applicants for the position of credentials committee member.

**ARTICLE IV-Amending Procedure for the By-Laws**

Section I: Proposed amendments of these By-Laws must be presented in writing to the President prior to the annual

 meeting.

Section II: A simple majority shall be required to amend these By-Laws.

Section III: Voting on amendments shall be held in the second general session.

Section IV: A 2/3 majority shall be required to amend this constitution.