

Constitution of the Fifth District of the Florida Association of Student Councils

Proposed March 1983, Revised April 1983, Revised June 1985, Revised January 1987, Revised February 1991, Revised March 1991, Revised March 1995, Revised February 1996, Revised January 2006, Revised March 2013, Revised February 2016, Revised January 2018, Revised January 2019, Revised October 2020, Reviewed October 2021, Revised January 2023, Revised January 2024

Preamble

The purpose of this organization shall be to promote student leadership, participation in school affairs, and to strengthen inter-school relations within the district.

Article I Name

Section 1 The name of the organization shall be District Five, Florida Association of Student Councils (FASC).

Article II Membership and Dues

Section 1 Membership in this organization shall be open to any student council from a middle school or high school (or any school which contains grades ranging from sixth to twelfth) inside the District Five boundaries which are set forth by the Florida Association of Student Councils.

Section 2 The annual dues for each school shall be eighty (80) dollars. Dues are to be paid to the Florida Association of Student Councils on or before November 1st. After November 1st, the annual dues will be one hundred (100) dollars. Due-paying schools will be members of the district and of the Florida Association of Student Councils from the date the dues are paid to the State conference of the following fall. Twenty-five (25) dollars of each eighty (80) dollar due payment will be given to the respective district. Thirty (30) dollars of each one hundred (100) dollars due payment will be given to the respective district. The deadline for payment to the districts will be established by the Florida Association of Student Councils executive director.

Section 3 Before November 1st all schools inside the District Five boundaries will be considered members. After November 1st, only schools who have paid their dues will be considered members.

Article III Officers

Section 1 The district's officers shall be schools, not individuals. The positions of the district executive board shall consist of President, Vice-president, Secretary, Treasurer, Historian, and Parliamentarian. The respective officer duties are listed in Article IV.

Section 2 The term of all officers shall be one year, from the state convention at which their President school is inducted to the state convention at which their President school resigns.

- Section 3 No school shall hold the same district office more than twice in a four (4) year period, beginning the 2024-2028 period.
- Section 4 The officer schools shall be represented in the District Executive Board by the school's respective student council advisors and student delegates.
- Section 5 In any case where the originally selected delegate for an executive board position cannot attend a meeting or rally, the executive school must select a member of their school's senior executive board to proxy the absent delegate. This proxy must be approved by a unanimous vote within the executive board five (5) days prior to the meeting at which the delegate will be absent.
- Section 6 The office of President may not be represented by more than one student delegate from the President school.
- Section 7 A school may serve in two officer positions as long as one of those positions is parliamentary.

Article IV Duties of Officers

- Section 1 It shall be the duty of the President school to:
- A. Preside over all district meetings.
 - B. Preserve order at all meetings, in cooperation with the parliamentary.
 - C. Notify member schools of district meetings at least forty-five (45) days before a meeting.
 - D. Appoint all necessary committees.
 - E. Host the first district meeting of their term.
 - F. Sit on the Florida Association of Student Councils executive board.
 - G. Notify officer schools of executive board meetings at least three weeks prior.
 - H. Attend all Florida Association of Student Council Executive Board meetings.
 - I. Send amendments and resolutions proposed and passed to the Florida Association of Student Councils executive director and to the state secretary school by the deadline established by the FASC executive board.
 - J. Follow all other duties outlined in the Florida Association of Student Councils constitution in Article VIII Section VI.
- Section 2 It shall be the duty of the Vice-president school to:
- A. Fulfill the duties of the president school in their absence.

- B. Succeed to the presidency if the position should become vacant.
- C. Host the second district meeting of their term.
- D. Serve as chair of all standing committees should any be created by the President school.
- E. Plan and organize all district workshops.
- F. Publish a district directory no later than thirty (30) days after the first district meeting of their term.
- G. Assist the other officers in their duties.

Section 3 It shall be the duty of the Secretary school to:

- A. Keep a permanent record of the agendas, attendance, and minutes from all district meetings of their term. They must also keep record of any proposed resolutions, and amendments.
- B. Release the meeting minutes, attendance, and Treasurer's report to the FASC Executive Director no later than fourteen (14) days after the meeting at which they are taken.
- C. Handle all district correspondence.
- D. Maintain a file of all officer schools, committees, and committee members.
- E. Maintain a drive or binder of all district information.
- F. Send all district information to the Florida Association of Student Councils.
- G. Complete a constitutional review along with the Parliamentarian.
- H. Revise the grammar, spelling, and appropriateness of any media that will be posted by the Historian.

Section 4 It shall be the duty of the Treasurer school to:

- A. -Manage all district finances, keeping record of all incoming and outgoing funds during their term. This should be logged in an excel spreadsheet to be submitted to the FASC Executive Director at the end of their term.
- B. Organize and host the District Five Rally of their term.
- C. Provide financial reports to the executive board and all member schools at each meeting.
- D. Responsibly allocate the District funds to the incoming Treasurer, in accordance with Article VI Section 3.

Section 5 It shall be the duty of the Historian School to:

- A. Maintain all the District Five social media accounts during their term.
- B. Document the break-out rooms of the District Five meetings and rally to post on social media.

- C. Consult the District Five Executive Board before posting any content on the District Five social media accounts.
- D. Keep a log of all social media log-ins and information that must be shared with the District Five and FASC President Schools.
- E. Change the password for all social media accounts with the new Historian school upon the end of their term.

Section 6 It shall be the duty of the Parliamentarian school to:

- A. Advise the officers and the member schools of proper Parliamentary Procedure.
- B. Assist the president to maintain order during all meetings.
- C. Be knowledgeable of the rules outlined in the latest version of Robert's Rules of Order and have the text on hand at every district meeting of their term.
- D. Create and distribute script for every general session of every FASC District 5 meeting of their term no later than seven (7) days prior to the meeting.
- E. Write and administer the parliamentary procedure test at each District Five Rally.

Section 7 It shall be the duty of the executive board to:

- A. Attend all district meetings and rallies.
- B. Meet no later than five (5) days prior to every district meeting.
- C. Assist the Treasurer school in planning and holding the District Five Rally.
- D. Plan and direct projects and competitions in accordance with Article VII.
- E. Choose a district project.

Article V Elections/Selection of Officers

Section 1 Each school seeking an office shall submit a permission to run form confirmed by the respective school's principal and student council advisor. Forms must be sent to the District Five President no later than fourteen (14) days before the District Five Rally.

Section 2 All elections shall be determined by a plurality vote through a secret ballot in accordance with Robert's Rules of Order.

Section 3 In the event that there are no candidates for an office, nominations will be taken from the floor of the district meeting to fill the vacant position(s) during the District Five Rally.

Section 4 Campaign rules shall match those of the state, however the host school and the executive board reserve the right to alter election rules. Any rule changes must be released at least one month in advance.

- Section 5 The position of parliamentarian shall be determined by a parliamentary procedure test, written by the outgoing parliamentarian at the District Five Rally. All member schools in attendance at the District Five Rally may take the test and do not need to file a permission to run form. Only one student per school may take the test. The minimum score to be considered is a 65%. The candidate with the highest score, above 65%, will win. In the event of a tie or no candidate scoring at least a 65% an additional test will be administered.
- Section 6 Schools seeking any office shall be FASC member schools, and attend a minimum of 2 meetings, District Five Rally being one of the meetings.

Article VI Finances

- Section 1 The debts of this organization shall not exceed the actual cash assets held.
- Section 2 The Executive Board shall oversee the district's finances. The president has the right to assemble a finance committee if they deem it necessary.
- Section 3 It is at the discretion of the Treasurer School as to how the district funds are to be spent at the end of each year. The spending will need to be approved by the other members of the District Five Executive Board. If a use for the funds cannot be agreed upon, the Treasurer School will issue the remaining account balance in equal amounts to the President and Vice-President School to partially waive the costs of the 1st and 2nd meeting of the year.

Article VII Projects

- Section 1 This organization shall hold contests and competitions every year, per the direction of the following sections and the direction of the executive board.
- Section 2 The following are the requirements for the project competitions:
- A. Schools that wish to participate must be FASC member schools.
 - B. Each school may submit a maximum of five projects books from the following categories (Project of the Year categories):
 - Faculty and Staff Relations
 - Community Service
 - School Service
 - School Spirit
 - Membership Motivation
 - Fundraising
 - Health and Safety
 - Citizenship Development
 - Environmental Concerns

- Technology Project

- Section 3 Each competition and contest shall be judged by a predetermined rubric:
- A. Scrapbook and hall of ideas shall be judged by a rubric published by the District Five Executive Board.
 - B. The speech contest, Project of the Year, and parliamentary procedure contest shall be judged based on the state rubric.
 - C. The manner in which the talent show is judged shall be determined by the executive board prior to the District Five Rally.
 - 1. Any Executive Board Member School who plans to participate in the talent show may not contribute to determining the manner in which it is judged.

Article VIII Bylaws

- Section 1 All matters of procedure not specifically addressed in this constitution or convention rules shall be conducted in accordance with the newest edition of Robert's Rules of Order
- Section 2 A quorum shall be defined as fifty percent plus one (50% + 1) of all member schools.
- Section 3 All resolutions must be submitted to the executive board a minimum of 7 days prior to the meeting where it will be presented.

Article IX Amendments

- Section 1 This constitution shall be amended with a two-thirds ($\frac{2}{3}$) vote at any District Five meeting, provided that the proposed amendments have been presented to the District Five schools a minimum of seven (7) days prior to the meeting.

Article X Ratification

- Section 1 This constitution and its amendments shall go into effect immediately after a two-thirds vote of the members schools present.