

PASC DISTRICT #3 CONSTITUTION

ARTICLE I: NAME

SECTION 1: The name of this organization of student governing bodies shall be the Pennsylvania Association of Student Councils District # 3.

ARTICLE II: MEMBERSHIP

SECTION 1: Membership in the organization is open to any middle, junior, senior, private, or vocational high school in Allegheny County which sponsors a student council and/or class council.

ARTICLE III: PURPOSE

SECTION 1: The purpose of this organization shall be to educate and improve student participation in school government, to allow member schools an opportunity to exchange ideas, and to provide a forum for leadership opportunities.

ARTICLE IV: STUDENT BOARD MEMBERS

SECTION 1: The elected student board members of this organization shall be a student secretary, a web coordinator and three student delegates-at-large.

SECTION 2: The term of office shall be one year (May to May).

SECTION 3: A student board member will attend all board meetings and participate in discussions. When at all possible, student board members will attend district and state conferences in the role of a student leader for District # 3. Student members will write an article for the district website, design and develop a workshop for possible presentation, participate as a board committee member and assist in the planning of the district conference and state conference planning.

ARTICLE V: ELECTION PROCEDURES

SECTION 1: Four student board member schools shall be elected at the annual spring conference of the association.

SECTION 2: Each of the four selected schools shall appoint one delegate-at-large.

SECTION 3: Schools desiring a District # 3 office should express their intentions by self nomination. The District Director will review the member schools for each position.

SECTION 4: The name of the schools, rather than the individuals, shall be listed on the ballot.

SECTION 5: No school shall hold the same office two years in succession.

SECTION 6: No two of the student board members shall be elected from the same school in the same year.

SECTION 7: At least one delegate-at-large is to be from a junior high/middle school.

SECTION 8: Each member school shall have the opportunity to vote for four different schools to fill the four positions of delegate-at-large. The voting will be by secret ballot.

ARTICLE VI: APPOINTMENTS

SECTION 1: The position of web coordinator will be appointed by the PASC District # 3 Executive Board.

SECTION 2: The host schools for the annual spring meeting will be selected by the PASC District # 3 Board upon formal request of the host school.

SECTION 3: Potential host schools will also be required to make a bid presentation. This bid must include written consent from their principal and advisor prior to consideration.

SECTION 4: The host schools will act as participating members of the PASC District # 3 Executive Board.

SECTION 5: The position of secretary will be appointed by the PASC District # 3 Executive Board from among the four elected delegates-at-large.

SECTION 6: The four advisors of student board members shall serve in an ex-officio capacity.

SECTION 7: Ex-officio members appointed to the PASC District # 3 Board shall include but not be limited to: immediate past conference host school, mini-conference hosts, regional representatives, and other representatives from state or national boards.

ARTICLE VII: BOARD MEMBER RESPONSIBILITIES

SECTION 1: The co-chairperson shall preside at conferences, serve on the advisory committee of the district association, and sponsor the spring conference.

SECTION 2: Prior to the spring conference, the chairperson will present conference and committee reports to update board members on progress at each meeting.

SECTION 3: The secretary shall keep an accurate record of minutes of the conference as well as all meetings of the association. The secretary shall attend to all correspondence of the association.

SECTION 4: The treasurer shall keep an accurate record of the treasury of District # 3 in coordination with the district director. A report of finances will be given at each district board meeting.

SECTION 5: The four delegates-at-large shall be present at all meetings of the association. These students are to give a favorable balance of student opinion on the Executive Board.

SECTION 6: The District Director is responsible for appointing members to the standing committees.

SECTION 7: Advisors of the schools on the Executive Board are required to attend all meetings of the association

SECTION 8: The four delegates-at-large will attend Leadership Training Workshops for which they qualify prior to their term on the board, at the expense of District # 3.

ARTICLE VIII: EXECUTIVE BOARD

SECTION 1: The Executive Board shall consist of the Advisory Council, the District Director, the secretary, the treasurer, the web coordinator, the four delegates-at-large, the four ex-officio faculty members from the delegate schools, and other appointed ex-officio members.

SECTION 2: The Executive Board, in order to conduct workshops within the framework of the stated constitutional objectives, shall specifically determine the leadership skills to be emphasized at each workshop, choose capable discussion and workshop leaders, select pertinent speakers to correlate these objectives, and review all aspects of the workshops.

SECTION 3: The District Director and District Executive Board is responsible for establishing annual goals, increasing district membership, establishing effective communication with member schools (administrators, advisors, and students), and encouraging student leadership training and advisor workshops/conferences on the local, state and national level.

SECTION 4: The general membership of the district shall elect the District Director of the Association from the slate of nominees approved by the Executive Board. The District Director must be an active member of a professional education staff and shall be responsible for the efficient operation of the organization.

SECTION 5: The District Director shall be elected for a term of three years and shall be responsible for adhering to the District Director guidelines approved by the PASC State Executive Board.

SECTION 6: The District Director is responsible for overseeing the treasurer preparing a budget to be approved by the District Executive Board and a financial statement to be presented at the May District # 3 Board Meeting. A copy of the budget and financial report is to be submitted to the PASC Executive Board at the August meeting.

SECTION 7: The Executive Board shall meet on a regular basis according to the needs determined by the District Director and/or Executive Board.

ARTICLE IX: ADVISORY COUNCIL

SECTION 1: The Advisory Council shall consist of three faculty members, with equitable representation from the county and the district director.

SECTION 2: The Advisory Council shall cooperate with and advise the members of the Association in fulfilling the purposes of the organization.

SECTION 3: Members of the Advisory Council shall be appointed to the Council by the Executive Board for a term of three years.

SECTION 4: At the close of each three year term if no new interest is demonstrated to hold a position, a vote of confidence of the Executive Board is necessary for continuance on the board.

SECTION 5: From the three faculty members a district treasurer shall be appointed to serve for the balance of his or her term.

ARTICLE X: COMMITTEES

SECTION 1: The standing committees of the organization shall be the following: conference committee, recruitment committee and publicity committee.

SECTION 2: District 3 Executive Board Members shall be assigned to the standing committees by the District Director at the beginning of each term.

SECTION 3: At the discretion of the District Director or the District # 3 Executive Board, other committees may be created concerning workshop planning and supervision and any other concerns stated by district goals.

SECTION 4: The Recruitment Committee shall be charged with the maintenance and improvement of membership in the organization.

SECTION 5: The conference committee will review current progress of conference planning and assist future conference hosts.

SECTION 6: The Publicity Committee is in charge of the District 3 Advisor of the Year Nomination process and publicizes all District 3 Events.

ARTICLE XI: MEETINGS

SECTION 1: There shall be an annual spring meeting of all member schools. This meeting is to be held at one of the host schools. This meeting is to be held at the District 3 Conference in the form of a Caucus.

SECTION 2: The date of the meeting will be set by the host school with the approval of the District # 3 Executive Board. The date of this meeting will be forwarded to the member schools at least six weeks in advance.

ARTICLE XII: HEADQUARTERS

SECTION 1: The headquarters of the organization shall be considered the school of the District # 3 Executive Director.

ARTICLE XIII: DUES

SECTION 1: The annual dues form membership in the organization will be determined by the PASC Executive Board and assessed as part of the annual PASC dues.

ARTICLE XIV: AMENDMENTS

SECTION 1: Amendments to the PASC District # 3 constitution may be made with the two-thirds approval of the member schools in attendance at the annual meetings.

SECTION 2: All proposed amendments must be submitted in writing to the District # 3 Executive Board one month in advance of the meeting.

Revised: January 27, 2009