



# The Pennsylvania Association of Student Councils

## Region H Constitution

### Article I: Name

**Section 1.** The Name of this organization shall be Region H of the Pennsylvania Association of Student Councils.

### Article II: Purpose

**Section 1.** The purpose of this organization shall be to further and improve high school and middle level student councils.

### Article III: Membership

**Section 1.** The membership shall include any secondary, junior high, or middle school in Lackawanna, Wyoming, Luzerne, Susquehanna, Pike, Wayne, and Monroe counties that have paid dues to PASC.

**Section 2.** The membership year shall be from July to June.

**Section 3.** Payment of state dues automatically entitles a school to Region H membership.

### Article IV: Region H Executive Board

**Section 1.** There shall be a Region H Executive Board composed of:

- A. A Region Director
- B. A Region Representative, who also serves on the PASC Executive Board
- C. President & Treasurer, from the current Region Conference Host school,
- D. Vice-president
- E. Secretary
- F. Four student representatives (each representing one region of the association as outlined in Article IV, section 2),
- G. Two middle level representatives, one representing northern counties and one representing southern region counties
- H. Conference Specialists
- I. president school advisor
- J. State, National, or other representatives from Region H.

**Section 2.** The counties of the Region shall be divided as follows:

- A. Region 1: Lackawanna County
- B. Region 2: Luzerne County

- C. Region 3: Wyoming and Susquehanna Counties
- D. Region 4: Pike, Wayne, and Monroe Counties

- Section 3.** The Region Board is responsible for establishing the annual goals, increasing membership, establishing effective communication with member schools (administrators, advisors and students), and encouraging leadership training and advisor workshop / conference on a local, state, and national level.
- Section 4.** Region, County and Middle Level Representatives to the Region H Executive Board shall be elected using the same process of electing officers outlined in Article V.
- Section 5.** Incoming elected members of the Region H Executive Board shall take office at conclusion of the Region H Conference, unless otherwise stated. They shall take office immediately and serve for the term defined in Article IV Section 6
- Section 6.** Region H Executive Board Terms are as follows:
- A. Outgoing President & Treasurer – 1 Year Term, concluding the meeting after the Region Conference
  - B. Incoming President & Treasurer – 1 Year Term beginning upon a successful bid as Region H Conference Host
  - C. Vice President – 2 year Term
  - D. Secretary – 2 year Term
  - E. County Representatives – 2 Year Term
  - F. Middle Level Representatives – 2 year Terms
- Section 5.** President and Treasurer shall be elected by the host school in an electoral process of the host council's choosing. Region Representative electoral process outlined in Article V. All other positions will complete an application process and be selected after review and vote by the current sitting members of the Region H Executive Board
- Section 6.** No school shall immediately succeed itself to any given office unless no other candidates apply..
- Section 7.** Schools seeking office must register for and attend the annual Region H conference.
- Section 8.** In the event that no one applies to fill an open position, or a sitting officer is removed, the Region Director has the ability to appoint students from a Region H member school to the position.

## **Article V: Election Procedure**

**Section 1.** The Region Director will publicize all open or end-term positions on the Region H page of pasc.net, social media and Region H Newsletters.

**Section 2.** Any individual wishing to hold office will complete the self-nomination form and submit all required documentation to the Region Director

**A.** For Region Representative Nominees Process:

1. Region Representative Candidates will be expected to briefly explain their qualifications and purpose for serving on the Region Board to the membership at Region Conference.
2. Following nominee speeches, one ballot will be distributed to each member school at the Region Conference for immediate completion.
3. Completed ballots will be collected at Region Conference Caucus Meeting immediately upon completion.
4. The ballots will be counted immediately by a committee made up of the Region Directors, a representative's advisor, and at least three student board members (representing different schools). Any board member may attend the counting of the vote.
5. Results will be immediately shared at the Region Conference Caucus Meeting.

**B.** Vice President, Secretary, County Representatives and Middle Level Representatives will

1. Complete the self-nomination process outlined by the Region Director
2. Their applications will be reviewed by the Ad Hoc committee of the region board, and vote on by the region board for acceptance.

**Section 3.** The Region Director may, at their discretion, appoint other students or adults as ex officio members of the Region H Executive Board to enhance student leadership development and the functioning of the organization. Such persons appointed may be removed by the Region Director at any time.

**Section 4.** In the event no candidate is nominated or the position is otherwise vacant, the Region Director shall select and appoint representation.

## **Article VI: Duties of Officers and Representatives**

**Section 1** The Region Representative shall

- A.** Work with the Region Director, Region President and Region Vice President to set the meeting agendas
- B.** Attend all regional and state meeting for the duration of their term
- C.** Assist the president and host school in planning and hosting the region conference as needed by the host school
- D.** Oversee and help run the social media and region website

**Section 2** The President shall

- A. Preside at all meetings
- B. Appoint all committees
- C. Act as the official representatives of the association
- D. Concern him/herself with the logistics of preparing for and carrying out the Annual conference.

**Section 3.** The Vice-President shall

- A. Act in the absence of the president
- B. Concern him/herself with the logistics of carrying on the general business of the association.
- C. Ensure that the duties of the regional representative are performed. The vice-president must have oral/written contact with the Regional Representatives three weeks prior to and three weeks following executive board meetings.
- D. Be required to present a workshop at the annual region conference.

**Section 4.** The secretary shall

- A. Keep an accurate record and maintain an electronic file of the minutes and correspondence of the executive board and shared directly with the Region Director within one week of the meeting.
- B. Type and distribute the minutes of the previous meeting at Executive Board meetings.
- C. Read the minutes of the previous meeting at the Executive Board meeting.
- D. Be required to present a workshop at the annual conference.

**Section 5.** The treasurer shall

- A. Present a conference and Region H treasury report at each Executive Board meeting.
- B. Keep an electronic record of all conference income including but not limited to vendors, sponsorships, fundraising, and registration; keep a categorical list of all conference expenditures. These records are to be shared with the President school advisor and with the Region Director from the conception of Region Conference planning.
- C. In conjunction with the President school Advisor, open a checking account to handle conference funds at a banking location of their choice.

**Section 6.** The county representatives shall

- A. Act as a contact of Region H with schools in their region with emphasis on increasing membership.
- B. In September each representative must send a letter or video promotion to non-member schools promoting PASC, he or she must then follow up with a phone call to these non-member schools within two weeks, The representatives must keep the vice-president informed of the results of

the contacts. A written and oral report must be presented at the next Executive Board meeting.

C. Be required to present a workshop at the annual conference.

**Section 7.** The middle level representatives shall

A. Keep the Executive Board informed of the interests of middle level students.

B. Be given the opportunity to critique presenters of middle level workshops for the annual conference.

### **Article VIII: Region Director**

**Section 1.** A Region Director shall be elected by the advisors at the annual region conference every three years. He/ She will assume office at the conclusion of the school year.

**Section 2.** The duties of the Region Director shall be

A. Keep roll of all members

B. Contact the president school to be certain arrangements are being made to hold the annual conference including the hosting of executive board meeting(s) at the president school in order to preview conference plans.

C. Act as coordinator and promoter of Region activities.

D. Attend the executive meetings of P.A.S.C.

E. Be available to assist new advisors and/or new councils

F. The Region Director shall be paid an honorarium each May. The amount shall be \$250.00.

**Section 3.** The headquarters of this region shall be determined by the Region Director.

### **Article IX: Voting Power**

At annual meetings of the association, each member school shall have one vote for each issue addressed.

### **Article X: Committees**

**Section 1.** Two committees shall be appointed by the president to report by the annual conference. These committees shall be the Edrene Wright Advisor of the Year Award Committee and a Constitution Committee.

**Section 2.** The Edrene Wright Advisor of the Year Award Committee shall conduct the nominating and election process of the Region H Advisor(s) of the Year: Edrene Wright Middle School Advisor of the Year and the Edrene Wright High School Advisor of the Year.

**Section 3.** The duties of the Constitution Committee shall be to review the constitution and

present any change deemed appropriate by that body at the annual conference.

#### **Article XI: Meetings**

- Section 1.** Attendance of Student Officers and Representatives is mandatory at all meetings. If a meeting is missed, a new person will be appointed by the Region Director and President.
- Section 2.** There shall be an annual meeting of all member schools at a central meeting place, and at least once, being at the President School. The date shall be set by the host school and notice will be given at least four weeks in advance.
- Section 3.** The times and locations of the PASC Region H Board Meetings will be publicized to all member schools in PASC Region H. Any member school may attend Board Meetings and offer comments on Board decisions. Minutes of all board meetings will be made available to all member schools.

#### **Article XII: Quorum**

The number of member schools registered and represented at the annual conference, as well as any other conference of the district, shall constitute a quorum for transacting business.

#### **Article XIII: Amendments**

- Section 1.** All proposed amendments to the constitution must be submitted to the Region Director. After a favorable action by the majority of the Region Board present, the proposed amendment(s) shall be submitted to a vote at the next Region H Conference.
- Section 2.** Amendments to this constitution may be made by two-thirds vote of the members registered and attending any meeting.

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