



# Constitution of the Pennsylvania Association of Student Councils

## Article I. Name and Affiliation

**Section 1.** The name of this organization shall be the Pennsylvania Association of Student Councils. The short form of the name shall be PASC.

**Section 2.** PASC shall establish and maintain affiliation with the National Association of Student Councils and Region 2, the Northeast Leaders.

## Article II. Purpose

**Section 1.** The purpose of this organization shall be to promote and improve leadership and democratic skills, recognize excellence in student activities, improve student participation in school government and other school related activities, to represent the concerns of Pennsylvania students on the local, state, and national level, to bring together students and advisors of Pennsylvania schools and connect them on a regional, state, and national basis, and to improve the education of students in the Commonwealth.

## Article III. Membership

**Section 1.** Membership shall include schools in the Commonwealth of Pennsylvania enrolling students no older than the twelfth grade that sponsor a leadership organization such as student council, class council, honor society chapter, interclub council, or similar organization.

**Section 2.** Those schools which have paid annual dues as determined by the Executive Board shall be considered active members. The date for payment shall be set by the Executive Board. All advisors and students of active member schools shall also be considered members of PASC.

**Section 3.** Schools are both members of PASC as well as their regional association. Membership in both is linked.

**Section 4.** Schools that are active members are entitled to vote on PASC business, as well as the business of their regional association.

## Article IV. Executive Board

**Section 1.** The control of the organization and oversight of its business, property and affairs shall be vested in the Executive Board. The policies adopted by the Executive Board will govern the operating procedures of the organization. The Executive Board may enter into contractual agreements, working relationships, and strategic partnerships on behalf of PASC with organizations, corporations, educational agencies, governmental entities, and other associations.

**Section 2.** As a recognized nonprofit organization, PASC shall not engage in any activity that would cause it to lose nonprofit status under Federal or State law.

**Section 3.** The Executive Board shall represent all member schools with regard to PASC business, events, activities, and programs and advance the purposes of the organization by communicating the mission of

PASC to all schools and stakeholders in Pennsylvania.

- Section 4.** The Executive Board voting members shall consist of one Regional Director from each PASC region, one Regional Representative from each PASC region, the state president, the state president-elect, two representatives from the Pennsylvania Principals Association, four middle level representatives, up to three state conference co-chairs, up to three state conference co-chair-elects, two Middle Level Co-Coordinators, two student representatives on the Pennsylvania State Board of Education, Treasurer, the Executive Director and the Assistant Executive Director. During the summer board meeting only, the board will include two representatives, incoming and outgoing, from those PASC regions that are changing Regional Representatives.
- Section 5:** The following shall be non-voting members of the Executive Board: Board Secretary, summer leadership camp directors, registrar, administrative coordinators, state conference host advisors, middle level representative student advisors, NASC Region 2 student representative and adult liaison when from Pennsylvania, NASC conference student chairmen and host advisor when the conference is in Pennsylvania, NASSP Student Leadership Advisory Committee members when from Pennsylvania, and other positions as determined by the Executive Board as it shall deem desirable or necessary.
- Section 6:** Written job descriptions, including qualifications, for every Executive Board position shall be reviewed and adopted by the Executive Board prior to the beginning of each new term of office. Such job descriptions shall be considered official statements of responsibility for the individuals who hold those positions. A copy of the current job description of any Executive Board position shall be available upon request from any member school. Executive Board members are expected to fulfill all obligations as contained in this Constitution, bylaws, job descriptions, and in all properly adopted resolutions of the board. Failure to do so is grounds for removal from office.
- Section 7.** The Executive Board shall have the power to create policies and procedures for all of its programs and operations, including State Conference, Regional Associations, and Summer Camps. The Executive Board may also determine, initiate, and develop activities and procedures which are in the best interests of PASC. The Executive Board shall develop a process for and conduct an evaluation of the Executive Director.
- Section 8.** The Executive Board may create an advisory board composed of individuals such as but not limited to school administrators, school board members, parent representatives, alumni representatives, retired advisors, representatives from the business, nonprofit, and government communities, and other individuals, for the purpose of providing feedback and support to the Executive Board as to how PASC can best serve the student and adult leaders as well as student councils in the Commonwealth. The structure, composition, and operations of an advisory committee shall be provided for in the Bylaws.

#### **Article V. Regional Associations**

- Section 1.** There shall be ten regional associations in the state. Each Region shall have a Regional Board comprised of students and adults from active member schools of that region that meets on a regular basis.
- Section 2.** Each regional association shall have a Constitution to govern its operations, and may also adopt other policies and procedures on a regional basis. No regional association constitution or policies shall be in conflict with this Constitution or Bylaws. As a subsidiary part of PASC, the Executive Board retains all oversight of the Regional Associations. Each Regional Constitution shall be available upon request from any member school.

**Section 3.** Each region will elect one adult to serve as the Regional Director according to the Executive Board approved Region Directors' job description, and one student to serve as the Region Representative according to the Executive Board approved Region Representative job description, via procedures determined in the regional constitutions that are consistent with this Constitution and Bylaws. These individuals will come from active member schools in that region.

**Section 4.** Region Directors shall be elected to terms of three years, and Region Representatives shall be elected to terms of two years. In the event of a vacancy of either position, a replacement will be appointed to fulfill the remainder of the term via procedures adopted by the region. The Executive Director may appoint a temporary replacement in the interim time.

**Section 5.** Region director and regional representative terms will commence at the summer board meeting occurring after their election. At that meeting, the incoming Regional Director shall have voting rights for the region, along with Region Representatives.

**Section 6.** Each region must prepare an annual operating budget that is approved by the Regional Board and annually submit a record of funds received and disbursed to the PASC Treasurer.

#### **Article VI. Elections to the Executive Board**

**Section 1.** All nominations, interviews, and elections, shall be executed in accordance with the Bylaws. A copy of the current selection procedures of any Executive Board position shall be available upon request from any member school.

**Section 2.** The new President and President-elect will assume office at the Spring Board Meeting. These individuals will come from active member schools. Terms for each office are one year in length.

**Section 3.** The Executive Director, Assistant Executive Director, and Treasurer will be elected for three-year terms.

**Section 4.** Two middle level representatives will be selected annually from two state regions as determined by the Executive Board. The term will run from January 1 until the conclusion of the State Conference of the following year. These students will come from active member schools in that region.

**Section 5.** Other positions, such as Pennsylvania State Board of Education Representatives, administrative coordinators, and Summer Camp Directors, will be selected by procedures as provided for in the Bylaws. Terms for other positions will be provided for in the bylaws.

**Section 6.** The outgoing and incoming officers and coordinators will transition in an orderly fashion to avoid disruption to the organization. A transition process shall be developed by the Executive Board for each position.

#### **Article VII. Vacancy, Disciplinary Procedures, and Removal from Office**

**Section 1.** If the position of Executive Director is vacant, the Assistant Executive Director shall exercise the authority of Executive Director until a replacement is appointed to complete that term of office. In the event the position of Assistant Executive Director is vacant, the Treasurer shall exercise the authority of Assistant Executive Director until a replacement is appointed on a temporary or permanent basis to complete that term of office. In the event

the position of Treasurer is vacant, the Secretary shall exercise the authority of Treasurer until a replacement is appointed on a temporary or permanent basis to complete that term of office.

**Section 2.** In the case of vacancies in the position of Region Directors or Region Representatives, the Region will select a replacement to complete that term of office via procedures established by that region. All other vacancies in all other positions will be filled by a person selected by the Executive Board to complete that term of office within a reasonable time period. The Executive Director may appoint a temporary replacement for any vacancy until a permanent replacement is named by the Executive Board or by a Regional Board.

**Section 3.** Any office holder may resign at any time by giving written notice to the Executive Director, or in the case of the Executive Director, the Assistant Executive Director. Such resignation shall take effect upon receipt of the notice. No acceptance of the resignation is required.

**Section 4.** The Executive Board shall discipline and remove any member of the board in accordance with its Bylaws, and may designate a committee for such purposes. Discipline may include temporary suspension from office and loss of privileges during such time of suspension. In the event that a Regional Director or Regional Representative is disciplined or removed from office, this action shall supersede any policy for discipline or removal as adopted by a regional association.

**Section 5.** In the event a Region Director or Region Representative is disciplined or removed from their position under procedures as adopted by that Regional Board, the discipline or removal will be considered official upon notification to the Executive Director.

**Section 6.** Reasons for discipline or removal may include but are not limited to dereliction of duty, malfeasance, criminal activity, or other behavior which impedes the operation of PASC or that are detrimental to the ideals, welfare, reputation, and best interest of PASC.

**Section 7.** In extraordinary circumstances the Executive Director may suspend from office any member of the Executive Board prior to a hearing pending a vote on their dismissal if necessary. Such board members may not exercise any authority on behalf of the organization during such time. In instances involving the Executive Director, a majority of the Regional Directors may authorize the Assistant Executive Director to suspend the Executive Director prior to a hearing to vote on their removal.

#### **Article VIII. Executive Director**

**Section 1.** The Executive Director shall be selected by the Executive Board and is the Chief Executive Officer of the organization. The day to day business of PASC shall be entrusted to and be the responsibility of the Executive Director. The Executive Director will oversee the organization between board meetings. They shall serve in an ex officio capacity on each PASC committee. The Executive Director may sign all documents on behalf of the organization, except where such signing and execution shall be delegated by the Executive Board or bylaws to another board member or agent of the organization.

**Section 2.** The Executive Director shall preside along with the President at all meetings of the Board. The Executive Director shall exercise general supervision over the Executive Board and shall see that such affairs are conducted in accordance with the Articles of Incorporation, this Constitution and Bylaws and the directions of the Board. The Executive Director shall perform all duties required by their job description and such other duties as from time to time may be assigned by the Board. The Executive Director shall report

regularly to the Board. The Executive Director shall be responsible for executing the policies of PASC and for managing the operations of the organization and all appointed and elected offices of PASC.

**Section 3.** All minutes, proceedings, and resolutions of PASC shall be recorded and maintained by the Executive Director. The Executive Director shall assume responsibility for meeting agendas, policy manuals, maintenance of nonprofit status, affiliations, and arrangements for Board meetings. The Executive Director may delegate these responsibilities to other individuals but still retains ultimate responsibility.

**Section 4.** The Executive Director shall submit a plan for approval by the Executive Board for the annual goals of the organization and the annual evaluation of all Executive Board members. The Executive Board retains the ultimate right to create and approve all goal statements and evaluation plans.

#### **Article IX. Annual Conference**

**Section 1.** The Annual Conference of the association shall be held at least once per year. The actual dates of the conference are to be set by the host school with the approval of the Executive Board. The host school shall be selected by the PASC Executive Board by procedures approved by the board.

**Section 2.** As the official business meeting of PASC, no quorum requirements are necessary at the State Conference for PASC to conduct business, including the amendment of this Constitution.

#### **Article X. Rules of Procedure**

**Section 1.** Meetings and all matters of procedure shall be conducted in accordance with the most recent edition of Robert's Rules of Order, unless in conflict with this Constitution or Bylaws.

**Section 2.** The Executive Board may appoint a Parliamentarian and additionally a parliamentary committee to rule on disputes over the application of parliamentary procedure.

#### **Article XI. Headquarters**

**Section 1.** The Executive Board shall determine the location of the State Headquarters.

#### **Article XII. Committees**

**Section 1.** The Executive Board shall create standing committees and ad-hoc committees to carry out its operations and shall determine the scope and responsibilities of each, and in the case of ad hoc committees, the life of the committee. Each committee shall keep regular minutes of its proceedings and report periodically to the Board or as the Board may otherwise direct.

**Section 2.** Membership of standing committees and ad hoc committees shall consist of voting members and non-voting members of the Executive Board. The Executive Board may authorize other individuals to additionally serve on committees as well. Unless otherwise directed by the Executive Board, the chairmanship of all standing committees will be appointed by the Executive Director in consultation with the State President. All committees will be jointly chaired by adults and students.

**Section 3.** Unless otherwise directed by the Executive Board, membership of all standing committees and ad-hoc committees will be appointed by the Executive Director in consultation with the State President. All members are required to actively serve on the committees to which they have been assigned.

**Section 4.** Additional ad hoc committees may be created by the Executive Director in consultation with the state president, or may also be created by action of the Executive Board.

### **Article XIII. Relationship of the Bylaws to the Constitution**

**Section 1.** The Bylaws shall be considered a subsidiary document to the Constitution.

**Section 2.** In case the Bylaws conflict with the Constitution, the Constitution shall be the effective policy.

### **Article XIV. Amendments**

**Section 1.** All proposed amendments to the Constitution must be submitted to the Executive Board. After favorable action by a majority of those members present at a meeting of the Executive Board, the proposed amendment will be submitted to schools in attendance at the next state conference, with each council present having only one vote. A two-thirds vote of those councils present will be necessary to ratify the proposed amendment. All member councils shall be sent a copy of the proposed amendment at least thirty days prior to the state conference. Amendments shall take effect immediately following the adjournment of the meeting at which they were ratified.

### **Article XV. Ratification**

**Section 1.** The Constitution shall be ratified and shall be the sole charter from which PASC derives its authority, when its proposal receives a two-thirds majority of votes cast by those councils attending the State Conference, and shall take effect immediately upon ratification.

**Section 2.** If as a result of realignment of districts and regions, there is overlap between directors and representatives, the Executive Board will create a process to determine the division of terms for Directors and Representatives to ensure balance in overlap. If necessary, newly created or divided regions may have more Regional Representatives and Directors with full voting rights until a prior term ends.

**Section 3.** Regional boundaries shall be adjusted as of the first Monday of July following the announcement of new boundaries by the Executive Board. If a district is realigned or dissolved, the Executive Board will create a formula to distribute the funds of that region.

**Section 4.** Within two years of the ratification of this Constitution, the Executive Board shall have determined a selection schedule such that the Executive Director, Assistant Executive Director, and Treasurer are selected in separate years from one another.