



Constitution of *the* Indiana Association of Student Councils' High School Division

Article I.

Name

- Section 1. The name of this organization shall be the Indiana Association of Student Councils' (IASC) High School Division.

Article II.

Purpose

- Section 1. The purpose of the IASC High School Division shall be to provide leadership training and opportunities focusing on education, service and character development for High School Student Councils and their members in the State of Indiana.

Article III.

Membership

- Section 1. Any public, private or parochial High School in Indiana that sponsors a Student Council or similar organization shall be eligible for membership in the IASC High School Division.
- Section 2. An annual membership fee shall be charged by the IASC, Inc. as set and determined by the State Board.

Article IV.

Fiscal Year

- Section 1. This organization shall function on a fiscal year of July 1st through June 30th of the following year.

Article V.

IASC Geographical Districts

- Section 1. The State of Indiana shall be divided into 6 geographical districts. These 6 geographical districts shall be used by all IASC Divisions. These geographical districts shall be as follows:
- A. North West - Benton, Cass, Fulton, Jasper, Lake, LaPorte, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke and White
 - B. North East - Adams, Allen, DeKalb, Elkhart, Huntington, Kosciusko, Lagrange, Miami, Noble, Steuben, Wabash, Wells and Whitley
 - C. Central West - Boone, Carroll, Clay, Clinton, Fountain, Hendricks, Johnson, Marion, Montgomery, Morgan, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo and Warren
 - D. Central East - Blackford, Delaware, Fayette, Grant, Hamilton, Hancock, Henry, Howard, Jay, Madison, Randolph, Rush, Shelby, Tipton, Union and Wayne
 - E. South West - Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey, Spencer, Sullivan, Vanderburgh and Warrick
 - F. South East - Bartholomew, Brown, Clark, Crawford, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Scott, Switzerland and Washington

Section 2. These geographical districts shall take effect immediately upon ratification. Current district representatives on all IASC Division Executive Committees shall retain their position until the expiration of their term.

Article VI.
High School Division Executive Committee

Section 1. The IASC High School Division Executive Committee shall consist of the following members:

- A. IASC, Inc. Executive Director
- B. IASC High School Division Associate Director
- C. IASC Adviser Programming Division Associate Director
- D. IASC, Inc. Treasurer
- E. Six (6) District Directors, one (1) from each of the six (6) geographical districts.
- F. A number between twelve to eighteen (12-18) Student District Representatives, depending on how many were elected as freshmen; two or three (2 or 3) from each of the six (6) geographical districts.
- G. One (1) student and one (1) adviser from the from the convention host schools during the year of the convention and the year preceding the convention.
- H. Convention Liaison
- I. NASC Region V Representative/Candidate
- J. Other voting and non-voting members as determined by two-thirds (2/3) majority of the Executive Committee.

Section 3. The membership of the IASC High School Division Executive Committee shall be appointed and elected in the following manner:

- A. The IASC, Inc. Executive Director shall be determined by the IASC, Inc. Constitution.
- B. The IASC High School Division Associate Director shall be determined by the IASC, Inc. Constitution.
- C. The IASC Adviser Programming Division Associate Director shall be determined by the IASC, Inc. Constitution.
- D. The IASC, Inc. Treasurer shall be determined by the IASC, Inc. Constitution.
- E. One (1) District Director from each of the six (6) IASC Districts shall be elected by the advisers of that district at the IASC High School Division Representative Assembly in the spring of each year. District Directors shall serve a two (2) year term. North West, Central West and South West District Directors shall be elected in odd-numbered years. North East, Central East and South East District Directors shall be elected in even-numbered years.
- F. One (1) Student District Representative from each of the six (6) IASC Districts shall be elected each year by the schools of that district which are represented at the IASC High School Division Representative Assembly. If the student representative elect is a sophomore during campaign, the term of service is two (2) years. If the student representative elect is a freshman during campaign, the student representative elect shall have the option to serve either a two (2) or three (3) year term. Those student representatives who are elected as freshmen are required to notify the High School Division Associate Director of his/her term length at Representative Assembly of his/her junior year.
 - 1. Each school may nominate only one (1) student.
 - 2. The student candidate must be in grade nine (9) or ten (10) at the time of nomination.

- G. The specific procedure for the election of District Directors and Student District Representatives shall be determined by the IASC High School Division Executive Committee.
- H. The District Director and Student Representative's respective High School must maintain IASC, Inc. membership at all times during the entire term of office. In the event that a High School does not maintain membership, the aforementioned elected office shall be declared vacant and filled as described in Article IX of this constitution.

**Article VII.
Election of Officers**

- Section 1. There shall be officers of the IASC High School Division Executive Committee. The officers of this organization shall be President, Vice President to Convention, Vice President to Representative Assembly, Administrative Assistant, Historian and Parliamentarian.
- Section 2. The Election Committee shall prepare a slate of two (2) qualified candidates from those Student District Representatives that will be second or third year members during the following operating year for the office of President. The President shall be elected at the IASC High School Division Representative Assembly in the spring of each year.
- Section 3. The remaining officers, other than the President, shall be elected by the IASC High School Division Executive Committee from interested Student District Representatives that will be second or third year members during the following operating year at the first meeting following the IASC High School Division Representative Assembly.
 - A. The IASC High School Division Associate Director shall prepare a slate of candidates from those interested incoming second or third year members.
 - 1. This slate shall contain only one candidate for each position based upon the candidates' applications.
 - 2. The unsuccessful Presidential Candidate shall have the right to choose the position in which he/she wishes to serve.
 - 3. The IASC High School Executive Committee shall vote to affirm this slate of officers.

**Article VIII.
Meetings**

- Section 1. The IASC High School Division Executive Committee shall meet a minimum of five (5) times during the fiscal year.
- Section 2. A quorum shall consist of two-thirds (2/3) of the membership of the IASC High School Division Executive Committee.
- Section 3. A quorum shall be necessary before any business of the IASC High School Division Executive Committee may be officially transacted.
- Section 4. The IASC High School Division Convention shall be held in the fall of each year.
 - A. The convention site will rotate each year from three (3) IASC geographic regions. The northern IASC geographic region shall consist of North West and North East Districts. The central IASC geographic region shall consist of Central West and Central East Districts. The southern IASC geographical regions shall consist of South West and South East Districts. Region rotation shall follow a north to

south sequence beginning with the northern IASC geographical region in 2001.
(North Region - 2010)

- B. Any school wishing to present a convention bid to the IASC High School Division Executive Committee must notify the IASC, Inc. Executive Director in writing by December 31. If no school in the designated geographical area has submitted a bid by December 31, any school in the IASC High School Division may bid by notifying the IASC, Inc. Executive Director in writing by March 1. IASC Geographical region rotation shall not be altered by site changes. If no bids are submitted, the IASC High School Division Executive Committee shall have the power to select a convention site.

Section 5. The IASC High School Division Representative Assembly shall be held in the spring of the year on a date and at a location to be determined by the IASC High School Division Executive Committee.

Article IX.

Vacancies on the IASC High School Division Executive Committee

Section 1. The IASC Adviser Programming Associate Director shall make appropriate appointment to fill any District Director vacancy on the IASC High School Division Executive Committee for the remainder of that term of office with the approval of the remaining District Directors of the IASC High School Division Executive Committee.

Section 2. The IASC High School Division Associate Director shall make appropriate appointment to fill any District Student Representative vacancy until such time that the District may elect a Student Representative to fill the remainder of the term.

Section 3. If a vacancy should occur in an IASC High School Division office, the IASC High School Division Executive Committee shall elect a replacement to fill the remaining term from current members of the IASC High School Division Executive Committee. In the event the President's office becomes vacant, it shall be filled first by the Vice President to Convention, and second by the Vice President to Representative Assembly. These offices shall be filled as necessary from current members of the IASC High School Division Executive Committee.

Section 4. The IASC High School Division Executive Committee may elect to not fill vacancies until such time that the District may elect replacements to complete the term.

Section 5. The IASC High School Division Executive Committee shall be able to function fully with vacancies on the Executive Committee.

Section 6. A member of the IASC High School Division Executive Committee shall be replaced if he or she fails to attend two (2) regularly scheduled Executive Committee meetings without the prior written notification to the IASC, Inc. Executive Director or the IASC High School Division Associate Director. A letter of warning will be sent to the Executive Committee Member and to Executive Committee Member's High School Adviser after the first unexcused meeting.

Article X.

Authority and Affiliation

Section 1. The IASC, Inc. shall have authority over the IASC High School Division. It shall have the power to veto any action of the IASC High School Division that it believes to be in conflict

with the IASC, Inc. Constitution, the IASC High School Division Constitution, or the good of the membership.

- Section 2. The IASC High School Division shall maintain affiliation with the IASC, Inc.
- A. Three (3) IASC High School Division District Directors shall be selected in a manner determined by the Division to serve on the IASC, Inc. State Board.
 - B. The IASC High School Division President and the two (2) Vice Presidents shall serve on the IASC, Inc. State Board.

- Section 3. The IASC, Inc. grants the IASC High School Division the authority to adopt its own constitution. This constitution must in no way conflict with the IASC Inc. Constitution.

Article XI. Rules of Order

- Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the IASC, Inc. in all cases to which they are applicable and in which they are not inconsistent with this constitution.

Article XII. Amendments

- Section 1. The IASC High School Division Constitution may be amended in the following manner:
- A. Any of the IASC High School Division member schools may initiate amendments by submitting them to the IASC, Inc. Executive Director by December 31.
 - B. The IASC High School Division Executive Committee may initiate amendments.
 - C. After receiving a majority vote of the IASC High School Division Executive Committee, the amendments shall be submitted at least thirty (30) days prior to the vote to all member schools with each member school having one (1) vote.
 - D. The vote shall be conducted at the IASC High School Division Representative Assembly in the spring of the year.
 - E. The proposed amendments shall be ratified after receiving a two-thirds (2/3) vote of all member schools represented at Representative Assembly.

Article XIII. Bylaws

- Section 1. The IASC High School Division shall have bylaws as necessary to govern the operation of the organization.

**The Bylaws of
the Indiana Association of Student Councils'
High School Division**

Article I.

**Election of IASC High School Division President,
Student District Representatives
and District Directors**

- Section 1. The IASC State Election Committee shall consist of the IASC President and Vice-Presidents, the IASC, Inc. Executive Director, the IASC Adviser Programming Division Associate Director, the IASC High School Division Associate Director, three appointed IASC District Directors, and three appointed Student District Representatives.
- Section 2. It shall be the duty of the Election Committee to conduct the IASC High School Division Presidential, Student District Representative and District Director elections held by the IASC High School Division.
- Section 3. Election Procedures
- A. Presidential Candidates and District Director Candidates must file their candidate intent forms with the IASC High School Division Election Committee by the first meeting of the new year of the IASC High School Division Executive Committee. Student District Representative Candidates must file their candidate intent forms with the IASC High School Division Election Committee by December 31 preceding the election.
 - B. The IASC High School Division Election Committee shall interview all candidates, as necessary. The two (2) most qualified candidates, as determined by the Election Committee, shall be placed on the ballot.
 - C. The election shall occur at the IASC High School Division Representative Assembly.
 - D. Presidential and Student District Representative Candidates shall be given the opportunity to speak to district delegates at the time of the election. District Director Candidates shall be given the opportunity to speak to district advisers at the time of the election.
 - E. Elections shall be by secret ballot in an area set aside and so identified by the Election Committee. All balloting shall be conducted during the period of time specified by the committee.
 - F. The Election Committee whose decision shall be final will settle all questions raised concerning elections, excluding parliamentary problems. Robert's Rules of Order Newly Revised shall govern the conduct of elections in instances not covered by the Bylaws.
 - G. Only authorized delegates may vote and must be present to do so. Each school represented shall have one (1) vote.
 - H. The candidate for each office shall be declared elected upon receiving a plurality of the votes cast. If there is a tie, the highest ranking candidate by the Election Committee from their initial interview as described above in Section 3.B. of this article shall determine the successful candidate.
 - I. At the conclusion of the tabulation of ballots, the chairperson of the Election Committee will announce the results of the election to the IASC High School Division Representative Assembly delegates and file all ballots and results with the IASC, Inc. Executive Director.

- Section 4. Campaign Procedures
- A. Campaign expenses shall not exceed a maximum of \$250.00. This amount includes all funds expended, whether the candidate's personal funds or donated funds. The \$250.00 does not include any expenses that the IASC High School Division may incur as a result of the campaign. Additionally, any funds donated by the candidate's high school student council shall not be included in this amount.
 - B. All campaign or political expenses must be paid from the candidates' personal and donated funds.
 - C. There will be no materials given by lottery drawings or similar means.
 - D. There shall be no choral group, instrumental group, or use of public address system to endorse candidates on election day.
 - E. Campaign materials for display in the general assembly shall be limited to that which can be worn on the person and does not obstruct the view of other delegates.
 - F. Campaign materials placed on display must be removed by the candidates or their representatives as determined by the Election Committee.
 - G. No member of the IASC State Executive Committee shall become involved in aiding or publicly endorsing the political candidacy of an individual candidate in any way, with the exception of a District Director who may be the High School Adviser of the candidate.
 - H. The Election Committee shall have the authority to limit the length of the candidates' speeches.
 - I. All candidates may be announced at the time of the district conference.

Article II.
IASC High School Division
Convention Host School Bidding

- Section 1. The IASC High School Division Executive Committee shall establish a policy for selection of the IASC High School Division Convention Host School.
- Section 2. This policy shall set forward the process by which IASC HS Division Convention Host Schools shall be selected from year to year.
- Section 3. The policy developed by the IASC HS Division Executive Committee must be approved by the IASC State Board prior to its implementation.

Article III.
State Project

- Section 1. The IASC High School Division shall adopt a State Project every two (2) years.
- Section 2. The topic will be chosen by the IASC High School Division Executive Committee prior to the IASC High School Division convention.
- Section 3. The state project will be presented and promoted at the IASC High School Division's Convention and Representative Assembly.

**Article IV.
Honor Council**

- Section 1. The IASC High School Division will sponsor an Honor Council program each year to recognize outstanding student councils and provide motivation for student councils to achieve minimum standards.
- Section 2. Any school wishing to be an honor council must meet the requirements established by the IASC High School Division Executive Committee.

**Article V.
Duties of the IASC High School Division
Executive Committee**

- Section 1. To represent all member schools within his or her districts.
- Section 2. To attend all general membership meetings and meetings of the IASC High School Division Executive Committee.
- Section 3. To insure effective communication between their districts and the IASC High School Division Executive Committee.
- Section 4. To establish annual goals and objectives for IASC High School Division.
- Section 5. To work to increase the membership of the districts and the IASC.

**Article VI.
Duties of the State Officers**

- Section 1. Duties of the President:
- A. To preside at all general membership meetings and Executive Committee meetings of the IASC High School Division.
 - B. To serve as an ex-officio member of all committees
 - C. To be the official representative of the IASC High School Division at all events where official representation is deemed necessary by the IASC, Inc. Executive Director, the IASC High School Division Associate Director or the IASC High School Division Executive Committee.
 - D. To work with the HS Division Associate Director in assuring the responsibilities of the District Representatives and the District Directors are carried out.
- Section 2. Duties of the Vice President to Convention
- A. To assume the responsibilities of the President in the latter's absence.
 - B. To serve as an ex-officio member on committees as assigned by the President, the IASC, Inc. Executive Director, the IASC High School Division Associate Director, or the IASC High School Division Executive Committee.
 - C. To represent the IASC at official functions when deemed necessary by the IASC, Inc. Executive Director, the IASC High School Division Associate Director or the IASC High School Division Executive Committee.
 - D. To work with the IASC High School Division Associate Director in overseeing the State Convention.
- Section 3. Duties of the Vice President to Representative Assembly
- A. To assume the responsibilities of the President in the latter's absence and the absence of the Vice President to the Convention.

- B. To serve as an ex-officio member on committees as assigned by the President, the IASC, Inc. Executive Director, the IASC High School Division Associate Director, or the IASC High School Division Executive Committee.
- C. To represent the IASC at official functions when deemed necessary by the IASC, Inc. Executive Director, the IASC High School Division Associate Director or the IASC High School Division Executive Committee.
- D. To work with the IASC High School Division Associate Director in overseeing the IASC High School Division Representative Assembly.

Section 4.

Duties of the Administrative Assistant

- A. To take minutes of all regularly scheduled IASC High School Division Executive Committee meetings.
- B. To process the minutes and copy them to each member of the IASC High School Division Executive Committee.

Section 5.

Duties of the Historian

- A. To keep a current record of all members (old and new) of the IASC High School Division Executive Committee.
- B. To keep a list of the residences of all members (old and new) of the IASC High School Division Executive Committee.
- C. To develop a pictorial and written record of the highlights of the year.

Section 6.

Duties of the Parliamentarian

- A. To insure that Robert's Rules of Order are followed in all meetings.

**Article VII.
Amending Bylaws**

These Bylaws may be amended at the IASC High School Division Convention or Representative Assembly if ratified by a majority of the schools present and voting. Each school will cast one (1) vote. Previous notification need not be sent.