



# Constitution of *the* Indiana Association of Student Councils, Inc.

## Article I.

### NAME

Section 1: The name of this organization shall be the Indiana Association of Student Councils, Inc. (IASC, Inc.).

## Article II.

### Statement of Purpose

Section 1: The purpose of the IASC, Inc. shall be to provide leadership training and opportunities focusing on education, service and character development for local student councils and their members in the State of Indiana.

Section 2: To deliver the purpose stated above, the IASC, Inc. shall establish five divisions, these being the Indiana Association of Student Councils High School Division, the Indiana Association of Student Councils Middle Level Division, the Indiana Association of Student Council Elementary Division, the Indiana Association of Student Councils Adviser Programming Division and the Indiana Association of Student Councils Alumni Division.

## Article III.

### Membership

Section 1. Any public, private or parochial school in Indiana that sponsors a Student Council or similar organization shall be eligible for membership in the Association.

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 1<sup>st</sup> through June 30<sup>th</sup> 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.  
State Board**

Section 1. There shall be a State Board consisting of the following members:

- A. IASC, Inc. Executive Director
- B. IASC High School Division Associate Director
- C. IASC Middle Level Division Associate Director
- D. IASC Elementary Division Associate Director
- E. IASC Adviser Programming Division Associate Director
- F. IASC Alumni Division Associate Director
- G. Treasurer
- H. 3 IASC High School Division District Directors
- I. 3 IASC Middle School Division District Directors
- J. 3 IASC Elementary Division District Directors
- K. IASC High School Division President
- L. IASC High School Division Vice President to Convention
- M. IASC High School Division Vice President to Representative Assembly
- N. Other non-voting members as appointed by the State Board

Section 2. The membership of the IASC, Inc. State Board shall be elected and appointed in the following manner:

- A. The IASC, Inc. Executive Director shall be appointed every three years by the IASC State Board. (*appointed 2007*)
- B. IASC High School Division Associate Director, IASC Middle Level Division Associate Director, IASC Elementary Division Associate Director, IASC Adviser Programming Division Associate Director, IASC Alumni Division Associate Director and Treasurer shall be nominated by the Executive Director and approved by the State Board. The length of term of these Associate Directors and Treasurer shall be three years. These appointments will occur on the following rotating basis:
  - 1. IASC High School Division Associate Director/IASC Adviser Programming Division Associate Director (*appointed 2008*)
  - 2. IASC Middle Level Division Associate Director/Treasurer (*appointed 2006*)
  - 3. IASC Elementary Division Associate Director/IASC Alumni Division Associate Director (*appointed 2007*)
- C. The IASC High School Division Executive Committee, the IASC Middle Level Executive Committee and the IASC Elementary Executive Committee shall select its representatives to the State Board for a term of one year beginning on July 1<sup>st</sup> of each year.

D. The IASC High School Division President, Vice President to the Convention and Vice President to Representative Assembly shall serve on the State Board for a term on one (1) year beginning on July 1<sup>st</sup> of each year.

Section 3. The State Board shall have the authority to approve all five (5) division's programs.

Section 4. The State Board shall have the authority to create and approve its own budget.

Section 5. The State Board shall have the authority to approve all five (5) division's budgets.

**Article VII.  
Election of Officers**

Section 1. The IASC, Inc. Executive Director shall be the Presiding Officer.

Section 2. A Vice President and Secretary shall be elected from the adult members of the State Board at its first meeting of the new fiscal year.

**Article VIII.  
Meetings**

Section 1. The State Board shall meet as often as necessary to carry out the business of the IASC, Inc. At no time will it meet less than two (2) times each fiscal year.

Section 2. A quorum shall consist of two-thirds (2/3) of the membership of the IASC, Inc. State Board

Section 3. A quorum shall be necessary before any business of the IASC Inc. may be officially transacted.

**Article IX.  
Vacancies on the State Board**

Section 1. The Executive Director shall make appropriate appointments to fill any vacancy on the State Board for the remainder of that term of office with the approval of the remaining members of the State Board.

Section 2. The IASC, Inc. shall be able to function fully with vacancies on the State Board.

**Article X.  
Authority**

Section 1. The IASC, Inc. shall have authority over the IASC High School Division, the IASC Middle Level Division, the IASC Elementary Division, the IASC Adviser Programming Division and the IASC Alumni Division.

Section 2. The IASC, Inc. grants authority to the IASC High School Division, the IASC Middle Level Division, the IASC Elementary Division, the IASC Adviser Programming Division and the IASC Alumni Division to adopt their own constitutions. These constitutions must in no way be in conflict with the IASC Inc. constitution.

**Article XI.**

**Affiliation**

Section 1. This IASC, Inc. shall establish and maintain affiliation with the National Association of Student Councils.

**Article XII.**

**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 XIII.**

**Amendments**

Section 1. This constitution may be amended in the following manner:

- A. Any of the Divisions may initiate amendments.
- B. The State Board may initiate amendments.
- C. After receiving a majority vote of the State Board, the amendments shall be submitted thirty (30) days prior to the vote to all member schools with each member school having one (1) vote.
- D. The State Board shall determine the method of voting.
- E. The proposed amendments shall be ratified after receiving a two-thirds (2/3) vote of all member schools.
- F. All member schools shall be notified when changes to the IASC, Inc. Constitution are made.

**Article XIV.**

**Bylaws**

Section 1. The IASC, Inc. shall have bylaws as necessary to govern the operation of the organization.

\*\*\*Amended November 2009 - Addition of Article V: IASC Geographical Districts.

**The Bylaws of  
*the* Indiana Association of Student Councils, Inc.**

**Article I.  
Membership Dues**

- Section 1. The IASC High School Division Membership Dues shall be \$65.00.
- Section 2. The IASC Middle Level Division Membership Dues shall be \$55.00.
- Section 3. The IASC Elementary Division Membership Dues shall be \$45.00.

**Article II.  
Duties of the IASC, Inc. Executive Director**

- Section 1. To assume the general leadership over all activities in the IASC, Inc.
- Section 2. To distribute a newsletter.
- Section 3. To coordinate all Association activities and assist the Associate Directors in their Division's work.
- Section 4. To publicize the Association's activities in the news media and by personal appearances when needed.
- Section 5. To develop models for training programs for the leadership of the IASC, Inc. and its affiliates.
- Section 6. To represent the IASC, Inc. and its affiliates as a member of the National Association of State Student Council Executive Directors (NASSCED).
- Section 7. To attend selected national conferences as a representative of the IASC, Inc. and its affiliates.
- Section 8. To plan and coordinate the NASC National Convention Pre-Trip, Convention and Post-Trip activities.

**Article III.  
Duties of the Division Associate Directors and Treasurer**

- Section 1. Duties of the IASC High School Division Associate Director
- A. To provide leadership for the IASC High School Division.
  - B. To attend all IASC, Inc. State Board meetings.
  - C. To serve as a liaison and resource person to the host school in planning the annual IASC High School Division Convention.
  - D. To plan and coordinate the annual IASC High School Division Representative Assembly.
  - E. To assist in the development of the curriculum for the summer leadership camps.
  - F. To submit articles to the IASC, Inc. Newsletter.
  - G. To submit an IASC High School Division year-end report to the IASC, Inc. Executive Director.
  - H. To represent the IASC High School Division as a member of the National Association of State Student Council Executive Directors.
  - I. To attend selected national conferences as a representative of the IASC High School Division.

- J. To coordinate IASC District Workshops throughout the State.
- K. To work with the HS President in assuring the responsibilities of district representatives and directors are carried out.

Section 2.

Duties of the IASC Middle Level Division Associate Director

- A. To provide leadership for the IASC Middle Level Division.
- B. To attend all IASC Inc. State Board meetings.
- C. To develop, coordinate, promote and evaluate one-day Middle Level Leadership Conferences in the fall and spring.
- D. To assist in the development of the curriculum for the summer leadership camps.
- E. To select and train high school leaders to serve on the IASC Middle Level Leadership Team which facilitates the one-day fall and spring conference.
- F. To coordinate the evaluation and awards presentation for the IASC Middle Level Honor Council program.
- G. To submit articles to the IASC, Inc. Newsletter.
- H. To submit an IASC Middle Level Division year-end report to the IASC, Inc. Executive Director.
- I. To attend selected national conferences as a representative of the IASC Middle Level Division.

Section 3.

Duties of the IASC Elementary Division Associate Director

- A. To provide leadership for the IASC Elementary Division.
- B. To develop, coordinate, promote and evaluate leadership-training materials for elementary advisers and students.
- C. To plan and coordinate leadership seminars for elementary advisers and students.
- D. To assist in the development of the curriculum for the summer leadership camps.
- E. To attend all IASC, Inc. State Board meetings.
- F. To coordinate the evaluation and awards presentation for the IASC Elementary Division Honor Council program.
- G. To submit articles to the IASC, Inc. newsletter.
- H. To submit an IASC Elementary Division year-end report to the IASC, Inc. Executive Director.
- I. To attend selected national conferences as a representative of the IASC Elementary Division.

Section 4.

Duties of the IASC Adviser Programming Division Associate Director

- A. To provide leadership for advisers and adviser training for the IASC, Inc.
- B. To plan and coordinate an annual all-level Advisers' Conference.
- C. To work with the IASC High School Division Convention host school to establish the advisers' agenda.
- D. To work with the IASC High School Division Associate Director to plan the adviser agenda at the IASC High School Division Representative Assembly.
- E. To coordinate the annual Thomas Stirling Adviser of the Year Award for each Division.
- F. To coordinate the submittal of Indiana's nominee for the Warren E. Shull National Adviser of the Year Award.
- G. To recognize advisers throughout the state for longevity of service to the IASC, Inc.
- H. To coordinate travel plans as needed to national conferences and meetings.
- I. To attend all meetings of the IASC, Inc. State Board.
- J. To attend meetings of the IASC High School Division, the IASC Middle Level Division and the IASC Elementary Division as requested.
- K. To submit articles to the IASC, Inc. Newsletter.

- L. To submit an IASC Adviser Programming Division year-end report to the IASC, Inc. Executive Director.
- M. To attend selected national conferences as a representative of the IASC Adviser Programming Division.

Section 5. Duties of the Treasurer

- A. To keep accurate records of income and expenditures.
- B. To pay all debts incurred by the IASC, Inc. and its affiliates in carrying out its business upon proper authority.
- C. To work with the IASC, Inc. Executive Director and the IASC Division Associate Directors in developing budgets for the IASC, Inc. and its affiliates.
- D. To conduct the yearly IASC, Inc. membership campaign.
- E. To be an ex-officio member of all committees.

**Article IV:**

**Duties of the State Board Officers**

Section 1. Duties of the Vice President

- A. To preside at all meetings in the absence of the Executive Director.
- B. To assist the IASC, Inc. Executive Director in conducting the business of the IASC, Inc.
- C. To perform any other duties as designated to him/her by the IASC, Inc. Executive Director
- D. To be an ex-officio member of all committees.

Section 2. Duties of the Secretary

- A. To keep accurate minutes of the meetings of the IASC, Inc. State Board.
- B. To carry out the correspondence of the IASC, Inc. State Board.
- C. To publicize the business of the IASC, Inc. State Board and the decisions made by it.
- D. To be an ex-officio member of all committees.

**Article VI.**

**Amendment**

- Section 1. These Bylaws may be amended at any time by a majority vote of the IASC Inc. State Board at any of its meetings. Previous notification need not be sent.