

**LITTLE EGYPT DISTRICT OF STUDENT COUNCILS
CONSTITUTION AND BY-LAWS**

Article I- Name

The name of this organization shall be the Little Egypt District of Student Councils.

Article II – Purpose

The purpose of this district shall be the through leadership experiences, workshops, training, and community service activities, thus bringing about improvement of schools in the LEDSC and establishment of good citizenship and character in the youth of the LEDSC.

Article III – Membership

Section 1. Membership in the Little Egypt District of Student Councils shall be limited to the high schools within the district which have a functioning student council and which have paid membership fees to the district.

Section 2. The membership year shall be from September 1 through August 31.

Section 3. The duties of each member school are as stated in the By-Laws.

Article IV – Officers and School Representatives

Section 1. The officers for this organization shall be a president, a vice-president, a secretary, a treasurer, and a district/state liaison. The convention secretary or secretaries will be selected by the host school.

Section 2. The officers shall be elected at the annual district convention and shall serve from that annual district convention to the next annual district convention.

Section 3. In case of office vacancies, the vice-president shall succeed the president and the executive board shall appoint the other vacancies. In situations of conduct that is unbecoming of an executive board member, including tickets received for drug and alcohol offenses, theft, vandalism or arrest, the executive board member's high school council advisor will notify the Advisor at Large as soon as possible. Upon notification of the alleged misconduct, the Advisor at Large will notify all members of the Executive Board and a Board meeting will be called as soon as possible to review the charges and to hear from the Board member in question. The Executive Board and Advisor at Large will then determine a consequence including, but not limited to, warning, probation, suspension and/or expulsion from the Board. A simple majority vote of the Executive Board will be needed to expel a member from the Board.

Section 4. To be elected, a candidate must have a simple majority of all member schools present at the business meeting at the annual LEDSC annual district convention, each member school having one vote. In case a candidate does not receive a majority of all the votes cast, the names of the two candidates receiving the highest number of votes shall be placed on a ballot for a second election and shall be voted upon immediately.

Section 5. The method of electing officers shall be by secret ballot with one voting flag per school.

Section 6. The Executive Board shall be composed of the following (1) the president, the vice-president, the secretary, the treasurer, the district/state liaison, and the convention secretary or secretaries, (2) the advisors of these officers, and (3) the advisor-at-large chosen by the sponsors at the district convention.

Section 7. LEDSC Executive Board Officers may serve only one term in any Executive Board office. If no candidate expresses interest in the office at the credentials interview in February, the current Board officer may then interview and run for the office currently held.

Article V- Qualifications

Section 1. The candidates must be from the sophomore or junior class of member school.

Section 2. A candidate for district office must have the written consent from his principal, advisor, and parent/guardian before the nomination can be accepted by the credentials committee at the February credentials.

Section 3. No three officers in the same year may be from the same school. No school may run any more than two candidates. The district convention host school may have one officer plus the convention secretary or secretaries to serve at the same time.

Section 4. Candidates must have successfully attained at least one year of high school student council experience from the school represented.

Article VI- Duties of Executive Board Officers

Section 1. President

a. LEDSC, IASC Communication

1. Inform the IASC State Board of the names, addresses (and photos if needed) of the newly elected LEDSC board and adviser at large as soon as possible through written or electronic means. Communicate regularly with the IASC State Board, in cooperation with the LEDSC State Liaison.
2. In cooperation with the LEDSC Adviser at Large, invite the IASC State Workshop Director and a member of the IASC Board to the annual District convention.
3. Investigate attending the summer IASC workshops and other IASC functions as they arise, and communicate about such workshops with the Adviser at Large and other LEDSC Board members. Attend if feasible.
4. Ensure that the outgoing LEDSC secretary mails a copy of the minutes to each member school and to the past district/state liaison.
5. With assistance of the Adviser at Large and District Secretary, design a district letterhead for official communications, and distribute copies to Executive Board officers. Work with the District State Liaison to develop pertinent District communication via a District website.

- b. Executive Board Meetings
 - 1. In cooperation with the Advisor at Large, notify each board member, both officers and advisors, of the date, time, place of the monthly district meeting, and preside at these meetings.
 - 2. In cooperation with the Advisor at Large, prepare a monthly agenda of items to discuss with the Executive Board.
 - 3. Review plans for the annual District convention at the meetings. These plans should include the date, the theme, the speakers, the discussion topics, etc.
- c. State Convention
 - 1. Attend the IASC Convention in May.
 - 2. Preside at the District board meeting
- d. In cooperation with the annual District convention host school and convention secretary, be responsible for generating the District Hall of Ideas and discussion group leaders for the annual District convention.
- e. Perform any other duties assigned in cooperation with the Advisor at Large and by the Executive Board.

Section 2. Vice President

- a. Answer all correspondence promptly.
- b. Attend the IASC Convention in May.
- c. Credentials committee and officer candidates
 - 1. Serve as chair-person of the credentials committee.
 - 2. Preside at the credentials workshop in January prior to the Spring Convention.
 - 3. Select Credentials Committee from students participating in the January Credential Workshop.
 - 4. Chair the Credentials committee at the February meeting to meet with officer candidates and examine nominees' credentials.
 - 5. Vice President's Advisor must attend Credentials Workshop and February Interview.
 - 6. All questions asked of candidates by the Credentials Committee shall be the same, uniform questions for each office.
 - 7. All candidates must be a sophomore or junior with at least one year of student council experience.

Section 3. Secretary

- a. Write up executive board minutes after each board meeting and make copies to all absent executive board members, to all member schools, and to the district/state liaison.
- b. Create correspondence with all member schools with periodic updates about the executive board meeting using the minutes from each executive board meeting.
- c. Provide copies of minutes to the webmaster of the District Website.
- d. Write up district convention minutes and send copies to the district/state liaison, to all member schools, and to the Assistant Communications Director of the Reporter.

- e. Take care of the correspondence requested by the board.
- f. Preside at sessions of the district convention determined by the Executive Board.
- g. Attend the IASC convention in May.

Section 4. Treasurer

- a. Send out notices for membership dues by mid September.
- b. Send out reminders to all member schools that have not joined before the district convention.
- c. Deposit all money in a local bank designated by Advisor at Large.
- d. Receive an account for the membership money
- e. Secure convention money from the convention secretary after all convention bills have been paid by host school.
- f. Send tentative membership list to the secretary and convention secretary prior to the convention.
- g. Submit roster of members schools to the executive board and IASC state treasurer
- h. Attend the IASC convention in May.

Section 5. District/State Liaison

- a. Facilitate communication between the IASC Executive Board and the District Executive Boards.
- b. Meet at various times with the IASC Executive Board to discuss district problems and improvements
- c. Present the views and information of the IASC Executive Board to the districts.
- d. Present the views and information of the district to the IASC Executive Board.
- e. File a monthly report to the IASC Executive Board.
- f. Meet at the state convention and share information with the other district liaison persons.
- g. Publish a quarterly district newsletter.
- h. Oversee the creation of the district video presentation at the District Convention.
- i. Oversee the development of a District website that includes information such as the Contact Information, Constitution, Credentials Information, Candidate Information, Board Minutes and an LEDSC Calendar of Events.

Section 6. Convention Secretary or Co-Convention Secretaries(Selected by Host School)

- a. Preside over convention preparation
- b. Work closely with treasurer during convention and proceeding weeks.
- c. Receive and account for convention money, and transfer money to treasurer as soon as all convention bills are paid.
- d. Make out report and present it at a joint meeting of the executive board and convention committee.
- e. Attend the IASC Convention in May.
- f. Create a binder with ideas, numbers, and what does and doesn't work for the upcoming Convention Secretaries.
- g. Responsible for passing on a binder with information for convention

Article VII- Convention

A convention shall be held annually in the spring for all member schools. Each delegation to the convention must have at least one faculty advisor in attendance.

Article VIII- Amendments

Section 1. Amendments to the constitution must be submitted to the executive board in writing not later than the February executive board meeting.

Section 2. This Constitution may be amended by the vote of two-thirds of those member schools present at the annual convention, each school having one vote.

By-Laws

Article I - Dues

Section 1. The host school shall set the registration fee for each student delegate attending the annual convention, not to exceed \$20.00.

Section 2. The annual dues of each member school shall be \$75.00 payable to IASC. Fifty dollars is given to the IASC for state membership. Twenty-five dollars is given to LEDSC for district membership.

Article II - District Convention

The plans for the arrangements of the annual District convention shall be made by the executive board in cooperation with the host school.

Article III - Workshops

All district workshops and agenda must meet with District executive board approval.

Article IV- District Projects

The plans for the arrangements of the annual meeting shall be made by the District executive board in cooperation with the treasurer.

Article V- Amendments

The by-laws may be amended by a majority vote on the District executive board.

Article VI - Rules of Order

Robert's Rules of Order shall be the final authority for all disputed technicalities which may arise during business meetings or the convention.

Article VII - Officer Duties

The Advisor-at-Large may excuse an officer from fulfilling a specific duty. If an executive board member resigns or is removed by a vote of the executive board for misconduct, the vacancy that results shall remain open until a successor is found from within the LEDSC. That candidate will be interviewed by the District executive board and the Board's advisors, and may be confirmed by a three-fifths vote of the District board.

Article VIII – Non-Executive Board Participation

Each LEDSC member school is eligible to bring one non-voting delegate to LEDSC monthly meetings.

Article IX - LEDSC Election Guidelines

Guidelines:

- a. Each candidate shall choose a theme for his/her campaign. This theme should appear on all posters, flyers, and other items the candidate uses.
- b. No candidate shall begin his/her campaign activities only after he/she has been interviewed by the credentials committee.
- c. Cost: Candidates shall limit their campaign expenses to not exceed \$50.
- d. Active campaigning may take place before the first general session and between the first and second general session only the day of the annual District convention.
- e. All campaign materials, including, but not limited to, slogans, speeches, posters, flyers, and candy, buttons, or novelties MUST reflect good taste and be school-appropriate at all times.

Posters, flyers, other items:

- a. Candidates may display no more than two posters.
Guidelines for display shall be:
 1. One poster may be large, up to 3' x 5' in size.
 2. A second poster must be the size of a standard sheet of poster board or smaller.
 3. No posters shall be placed inside the main convention area.
 4. No candidate's poster may be hung over another candidate's poster.
- b. Candidates may distribute flyers.
 1. Flyers may be no longer than 8 ½ x 11 inches.
 2. Flyers should be colorful, creative, and include the theme.
 3. Only two persons may assist the candidate in distributing campaign materials.
- c. Candidates may hand out other items such as candy, buttons, or novelties. Such items, however, must be related to the theme of the campaign. Gum in any form is prohibited for use in campaigning.

Mailings:

- d. Candidates may mail each member school one piece of campaign literature prior to the district convention.
 - a. A candidate may not send any mailing until after they have been interviewed by the credentials committee.

Speeches:

- a. Each candidate for the LEDSC district office shall deliver a speech to the delegates attending the district convention.
- b. The LEDSC Vice President shall introduce each candidate and report the recommendation of the credentials committee.
- c. The candidate must be nominated by a member of their school. This student should make a brief nominating statement which follows this sample:
“I (student) , from (school) , hereby nominate (candidate) ,
for the office of LEDSC (office) .”
- d. Candidate speeches shall range from 2-4 minutes.
- e. Candidate speeches must reflect good taste, application of leadership capabilities, and professional attitudes. Skits, stunts, singing, cheerleading moves, and other non-speech related activity are prohibited and will result in forfeiture of candidacy if attempted.

Other:

- a. In the event of a tie, candidates should be prepared to deliver a brief (1 minute) message to the convention
- b. Each candidate is responsible for providing an individual to assist the host school with the clean-up of campaign materials. This person should report to the host school upon registration for specific information.
- c. All campaign materials and speeches shall be created and conducted in a positive, ethical, and responsible manner. The LEDSC Advisor-at-Large has the power to enforce this provision.

Article IX - LEDSC Election Guidelines

The president as needed may convene a constitution committee consisting of non-voting members to propose and overview amendments to the constitution anytime throughout the school year.

Current Constitution ratified by Member Schools
Little Egypt District Annual Convention
Marion, Illinois
March 2, 2016