

# ARIZONA ASSOCIATION OF STUDENT COUNCILS

*Serving Arizona's Student Councils Since 1934*

## CORPORATE CHARTER

### **ARTICLE 1: Name and Purpose**

#### **SECTION 1:**

The name of this corporation shall be the Arizona Association of Student Councils, which shall be hereafter referred to as AASC. Its members may also be referred to as stakeholders in this charter and within this corporation.

#### **SECTION 2:**

It is the purpose of the AASC to unite the student councils of the State of Arizona for the betterment of one another, to exchange ideas for progressive student councils, and to create constructive relations among member schools. The AASC will promote leadership development through workshops, exchanges, seminars, and conferences.

### **ARTICLE 2: Membership**

#### **SECTION 1:**

Membership shall be open to any public, charter, private, or parochial secondary school (grades 9 – 12) which as met the necessary requirements: payment of annual membership dues and approval by AASC administration. (Administration to include: AASC Directors and Executive Board as mentioned in Article 4: Section 1 of said charter) Active membership tenure shall be by academic school year and run from July 1st to June 30th.

#### **SECTION 2:**

By completing the requirements of Article 2: Section 1, a member school becomes eligible to register for, attend, and participate in any AASC-sponsored function or activity.

#### **SECTION 3:**

The Executive Director and the Associate Director, with the advice and consent of the Executive Board and in accordance with said charter, shall determine the eligibility for holding office, approval of membership and requirements for attending AASC functions.

### **ARTICLE 3: Powers**

#### **SECTION 1:**

All members of AASC shall empower the Executive Director, Associate Director, and the Executive Board to administer the responsibilities and duties necessary for the operation of the Association in accordance with its charter.

### **ARTICLE 4: Structure**

#### **SECTION 1:**

The AASC Administration shall consist of the following: Executive Director, Associate Director, six (6) adult board members, one of whom will serve as Executive Board President and one of whom will serve as Executive Board Recorder, and three (3) state student officers, of who will share the title of AASC State President.

**SECTION 2:**

Qualifications for the AASC Executive Director and Associate Director shall be as follows:

- A. Candidates shall be from an AASC member school at the time of their election.
- B. An application shall be completed and on file with the Recorder of the Executive Board a minimum of sixty (60) days prior to the convening of the annual AASC State Conference.
- C. Candidates shall currently be or have been a student council advisor from an AASC member school during their professional educational career.
- D. Candidates for Executive Director and Associate Director are to be elected by a plurality vote of the entire AASC membership as prescribed in Article 5 of AASC Charter.

**SECTION 3:**

Qualifications for AASC Executive Board (Adults) are as follows:

- A. Candidates shall be from an AASC member school at the time of their election.
- B. An application shall be completed and on file with the Executive Director a minimum of sixty (60) days prior to the convening of the annual AASC State Conference or an application can be submitted to the Executive Director at the state conference along with a nominating petition with the signatures of thirty (30) current AASC member student council advisors.
- C. Candidates must be at the time of their election and for the duration of their term on the AASC Executive Board, the active student council advisor from their school.
- D. Candidates shall be elected by a plurality vote from the adult advisor membership as specified in Article 5 of the AASC Charter.

**SECTION 4:**

Qualifications for AASC Executive Board President and Recorder are as follows:

- A. They shall be adult members of the Executive Board.
- B. They shall be chosen by the entire Executive Board (nine members)

**SECTION 5:**

Qualifications for the AASC State Student Officers are as follows:

- A. Candidates shall be student council members from an AASC member school at the time of election.
- B. An application shall be completed and on file with the Executive Director a minimum of sixty (60) days prior to the convening of the annual AASC State Conference.
- C. Candidates seeking AASC State Student Office shall be in their junior year of high school at the time of their election.
- D. No member school may have more than one candidate per year for an AASC State Student Office.
- E. Candidates for AASC State Student Office shall be elected by a plurality vote of the student membership as stated in Article 5.

**SECTION 6:**

The length of terms of office shall be as follows:

- A. Executive Director and Associate Director – four (4) years (concurrent terms)
- B. Executive Board Members – three (3) years (dual alternating)
- C. State Student Officers – one (1) year

## **ARTICLE 5: Voting and Elections**

### **SECTION 1:**

The stakeholders of the AASC Corporation as outlined in this Charter shall consist of the current member schools and shall be eligible to vote on the following items:

- A. Selection of the Adult Executive Board Members (adult advisors only, one (1) per member school)
- B. Selection of the State Student Officers (students only, one (1) per member school)
- C. AASC State Conference sites (one advisor vote and one student vote per member school)
- D. Any amendments to AASC Charter (one advisor vote and one student vote per member school)
- E. Any special election deemed necessary by the Executive Board and/or Executive and Associate Directors.
- F. The selection of the Executive and Associate Directors (one advisor vote and one student vote per member school).

### **SECTION 2:**

Elections as described in Article 5: Section 1 with the exception of special elections shall take place at the annual AASC State Conference. Election outcomes shall take effect upon the adjournment of the AASC State Conference with the exception of the election of the Executive Director and Associate Director which will become effective sixty (60) days later for transition purposes.

### **SECTION 3:**

The outcomes of elections shall be determined by plurality vote, with the exception of amendments to AASC Charter which shall require a 2/3 vote to pass.

### **SECTION 4:**

AASC Elections as described in Article 5; Section 1 shall be conducted via secret ballot with the exception of any special election deemed necessary by the Executive Board and/or the Executive and Associate Directors.

### **SECTION 5:**

AASC Elections shall be monitored by the Executive Director, Associate Director, and Members of the Executive Board who are not current candidates of the election being monitored. If necessary, member Advisors and Students may be called upon by the Executive or Associate Director to assist with the election.

### **SECTION 6:**

Any member school shall be privy to all AASC election tallies. The Executive Director shall keep all election forms, ballots, and tallies on file for a period of one (1) year from the date of the election.

### **SECTION 7:**

Any member school may protest any AASC election by using the following procedures:

- A. Election protests shall be submitted in writing.
- B. Written protest shall be sent to the AASC Executive Director within ten (10) days following the election in question. If it is the election of the Executive Director being questioned, written protest must then be submitted to the current AASC Executive Board President within ten (10) days following the election.
- C. The AASC Executive Director must inform the AASC Executive Board President no less than ten (10) days upon receiving the written protest. If the election in question is the Executive Director, the AASC Executive Board President will have thirty (30) days to convene the AASC Executive Board to address the election protest.

- D. Election protests may be sent via U.S. Mail, facsimile, or electronically.
- E. The AASC Executive Board President after being notified by the Executive Director of the election protest will have thirty (30) days to convene the AASC Executive Board to address the election protest.
- F. In regards to any election protests the decisions of the AASC Executive Board will be final and any and all parties involved shall be notified immediately.

## **ARTICLE 6: Removal from Office**

### **SECTION 1:**

In the event that any member of the AASC Administration is indicted on criminal charges, the person will be automatically removed from office.

**SECTION 2:** To remove from office the Executive or Associate Director, the following procedures shall be adhered to and may only be initiated by an AASC member school through the active student council advisor.

- A. The complaint against the Executive or Associate Director shall be placed in writing and sent to the AASC Executive Board President. Complaints must be in writing and may be sent via U.S. Mail, facsimile, or electronically.
- B. The Executive Board President shall notify the Director in question within ten (10) days of receipt of the complaint.
- C. Within thirty (30) days of the receipt of the initial complaint, the AASC Executive Board President shall be required to convene a hearing of the Executive Board to additionally include all parties involved.
- D. If the result of said hearing finds that the complaint against the Executive Director or Associate Director in question is warranted, a membership wide recall election of the Executive Director or Associate Director will be called by the AASC Executive Board President within forty-five (45) days.
- E. A 2/3 vote is needed to remove the Executive Director or Associate Director in question.

### **SECTION 3:**

Another method to remove from office the Executive or Associate Director, the following procedures shall be adhered to and may only be initiated by an AASC member school through the active student council advisor.

- A. The complaint against the Executive or Associate Director shall be placed in writing and sent to the AASC Executive Board President. Complaints must be in writing and may be sent via U.S. Mail, facsimile, or electronically.
- B. The Executive Board President shall notify the Director in question within ten (10) days of receipt of the complaint.
- C. Within thirty (30) days of the receipt of the initial complaint, the AASC Executive Board President shall be required to convene a hearing of the Executive Board to additionally include all parties involved.
- D. If the Executive Board determines, by a 3/4 vote, that the complaint is warranted, the Executive Director or Associate Director in question shall be removed from office.

### **SECTION 4:**

To remove an Executive Board Member either adult or student, the following procedures shall be adhered to and may only be initiated by an AASC member school through the active student council advisor.

- A. Complaint against any Executive Board Member either adult or student, shall be placed in writing and sent to the Executive Director. Complaints must be in writing and may be sent via

- U.S. Mail, facsimile, or electronically.
- B. The Executive Director shall notify the Executive Board Member in question within ten (10) days of the receipt of the complaint.
  - C. Within thirty (30) days of the receipt of the initial complaint, the Executive Director shall convene a hearing to include all parties involved including the members of the AASC Executive Board.
  - D. If the result of said hearing finds that the complaint against the Executive Board Member in question is warranted, a membership wide recall election of the Board Member will be called by the Executive Director within forty-five (45) days.
  - E. A 2/3 vote is needed to remove the Executive Board Member in question.

**SECTION 5:**

Another method to remove from office an AASC Executive Board Member either adult or student, the following procedures shall be adhered to and may only be initiated by an AASC member school through the active student council advisor.

- A. The complaint against the Executive Board Member either adult or student shall be placed in writing and sent to the AASC Executive Director. Complaints must be in writing and may be sent via U.S. Mail, facsimile, or electronically.
- B. The Executive Director shall notify the Executive Board Member either adult or student in question within ten (10) days of receipt of the complaint.
- C. Within thirty (30) days of the receipt of the initial complaint, the AASC Executive Director shall be required to convene a hearing of the Executive Board to additionally include all parties involved.
- D. If the Executive Board determines, by a 3/4 vote, that the complaint is warranted, the Executive Board Member either adult or student in question shall be removed from office.

**ARTICLE 7: Vacancies and Succession**

**SECTION 1:**

In the event the Executive Director resigns or is removed from office, the Associate Director shall become the Executive Director and complete the term.

**SECTION 2:**

In the event a vacancy occurs for the Associate Director, the Executive Director shall propose a candidate(s) for appointment, to be confirmed by the AASC Executive Board.

**SECTION 3:**

In the event that a vacancy occurs with the Executive Board (adult members only) the Executive Director shall propose a candidate(s) for appointment, to be confirmed by the Executive Board, until the next AASC State Conference, at which time a replacement shall be elected to complete the term.

**SECTION 4:**

In the event a State Student Office becomes vacant, the Executive Director shall propose a candidate(s) for appointment, to be confirmed by the Executive Board.

**ARTICLE 8: Duties and Responsibilities of Administration**

**SECTION 1:**

The duties and responsibilities of the AASC Executive Director shall be to preside over and administer the day-to-day business affairs of the Association. Additionally, the Executive Director shall retain authority to delegate tasks to the Associate Director.

**SECTION 2:**

The duties and responsibilities of the AASC Associate Director shall be to assist the Executive Director in presiding over the administering of the day to day business affairs of the Association, and to carry out all delegated responsibilities from the Executive Director that pertain to the AASC.

**SECTION 3:**

The duties and responsibilities of the AASC Executive Board are as follows:

- A. Executive Board Members shall:
  - 1. Represent member schools with regard to AASC business, events, activities, and programs.
  - 2. Create and define AASC policies within the context of this charter to be recorded in the By-Laws section to this charter.
  - 3. Advance the tenets of Article 1; Section 2 of this charter.
  - 4. Oversee all association recognition and award programs.
- B. The Executive Board President shall:
  - 1. Preside over and assist the Executive Board during all meetings
  - 2. Delegate responsibilities to the Executive Board Members
  - 3. Cast a vote in Board meetings only in case of a tie
- C. The Executive Board Recorder shall:
  - 1. Keep accurate records of all meetings of the AASC
  - 2. Keep accurate records of and monitor all correspondence of the AASC

**SECTION 4:**

The shared duties and responsibilities of the State Student Officers are as follows:

- A. Represent the student members of the AASC
- B. Help develop and coordinates student leadership programs and activities on the state level
- C. Correspond with AASC member schools concerning student-associated business when necessary
- D. Record and publish all minutes for student AASC officer meetings.

**SECTION 5:**

All members of the AASC Administration as described must adhere to all contents of the AASC Charter and By-Laws.

**ARTICLE 9: Meetings**

**SECTION 1:**

The annual AASC Business Meeting shall take place at the annual State Conference.

**SECTION 2:**

The AASC Executive Board shall meet a minimum of three (3) times per academic year.

- A. The three (3) regular meeting times of the AASC Executive Board shall be as follows:
  - 1. At the annual AASC State Conference
  - 2. During the AASC Summer Leadership Workshop/Camp
  - 3. Within sixty (60) days prior to the convening of the annual State Conference
- B. Members of the Executive Board shall be given at least ten (10) days notice prior to regular meetings.
- C. Other necessary and special meetings of the Executive Board may be convened by the Executive Director, who shall give reasonable notice to Executive Board Members.

**SECTION 3:**

The AASC State Student Officers shall meet periodically with the Executive and/or Associate Directors to coordinate state student activities.

**ARTICLE 10: Annual AASC State Conference**

**SECTION 1:**

The AASC shall conduct an annual State Conference for its member schools.

**SECTION 2:**

The annual AASC State Conference shall be held at an approved member school to be decided upon according to Article 5; Section 1 of said charter.

**ARTICLE 11: Finance**

**SECTION 1:**

The Executive Director and the Associate Director shall create and submit a financial budget of Association expenditures to the Executive Board for approval and adoption at the regular Executive Board meeting prior to the annual State Conference.

- A. If adopted by the Executive Board, this budget will serve as the framework for the AASC financial program for the following year.
- B. If the budget is rejected by the Executive Board, the Executive Directors shall have ten (10) days to re-submit the budget, following Executive Board recommendations.

**SECTION 2:**

The Executive Director shall maintain financial records of the AASC. All disbursements made by the Executive or Associate Director shall be made by check. The Executive Director shall present a written financial report to the stakeholders at the annual State Conference.

**SECTION 3:**

The salaries of the Executive and Associate Directors shall be determined by the AASC Executive Board based on budget considerations. Salaries may only be lowered due to budget constraints.

**SECTION 4:**

An honorarium shall be presented to members of the Executive Board to assist with travel expenses to attend Executive Board meetings. This honorarium shall be determined by budget considerations.

**ARTICLE 12: Charter Amendment**

**SECTION 1:**

Proposed amendments to the AASC Charter and By-Laws shall adhere to the following procedures:

- A. Proposals may only be made by AASC Member Schools
- B. Proposed changes to the charter shall be made through the active student council advisor
- C. Proposed changes to the charter shall be submitted in writing to the Executive Director a minimum of sixty (60) days prior to the convening of the annual State Conference. Submissions may be sent via U.S. Mail, facsimile, or electronically.
- D. Proposed changes to the By-Laws shall be submitted by any AASC Member School through the active student council advisor by contacting any current AASC Executive Board Member.

**SECTION 2:**

Approval of any amendment or change to the AASC Charter shall require the following vote:

- A. Amendment to the AASC Charter shall require a 2/3 vote as per Article 5 of this charter.
- B. Amendment to the AASC By-Laws shall require a 2/3 vote of the AASC Executive Board

**ARTICLE 13: Ratification**

**SECTION 1:**

Ratification of this charter shall occur with a majority vote of AASC Membership stakeholders in attendance at the annual State Conference at the time of the ratification vote.