

CONSTITUTION
NEW MEXICO ASSOCIATION OF STUDENT COUNCILS
(As Amended: February, 2005)

ARTICLE I: NAME

The name of this organization shall be the New Mexico Association of Student Councils (NMASC).

ARTICLE II: PURPOSE

The purpose of the NMASC is:

- A. To provide a voice and reflect the views of the youth of New Mexico
- B. To promote the growth of the student councils within the state by providing leadership training and the exchange of ideas
- C. To act as a central agency for the collection and distribution of materials relating to student council work
- D. To encourage and coordinate the undertaking and completion of worthy projects and activities at the local, district, and state levels
- E. To encourage the betterment of human relations and accordingly consider the dignity and worth of individuals within the schools of New Mexico

ARTICLE III: MEMBERSHIP

Membership in the NMASC shall be open to all middle level, junior high, mid-high and senior high schools in the public, private, and parochial schools in the State of New Mexico. This shall include charter schools and home schools.

ARTICLE IV: EXECUTIVE BOARD

The duties of the executive board shall be:

- A. To assist in organizing new student councils
- B. To represent member schools and to report all NMASC-related activities to the member schools
- C. To approve plans and dates for the NMASC functions
- D. To assume the duties of the executive director, in the event that he/she is no longer able to fulfill those duties, until the position is filled

ARTICLE V: OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD

The executive board shall have the following members:

Section 1: Voting Members

- A. Four (4) student officers (president, first vice-president, second vice-president, and secretary)
- B. Four (4) adult advisers (adviser to the president, adviser to the first vice-president, adviser to the second vice-president, adviser to the secretary)
- C. Executive director (votes in case of tie)

Section 2: Non-Voting Members

- A. State conference student coordinator
- B. State conference adviser coordinator
- C. Summer workshop director
- D. President, or designee, of the New Mexico Association of Secondary School Principals (NMASSP)

ARTICLE VI: DUTIES OF NMASC OFFICERS

Section 1: President

- A. To be chairperson of the executive board
- B. To preside over all NMASC meetings and all executive board meetings
- C. To work with the executive director in planning an agenda for executive board meetings
- D. To represent the NMASC at all designated public occasions
- E. To contribute to a quarterly newsletter to be sent to all NMASC member schools
- F. To contribute to the publication of a yearly report to be sent or distributed to all schools attending the state conference
- G. To appoint all committee leaders, except as designated
- H. To turn over all official NMASC records to his/her successor

Section 2: First Vice-President

- A. To perform all duties of the president in his/her absence
- B. To serve as chairperson of the new councils committee
- C. To serve as chairperson of the constitution revision committee
- D. To serve as chairperson of the elections committee
- E. To perform all duties delegated by the president
- F. To contribute to a quarterly newsletter to be sent to all NMASC member schools
- G. To turn over all official NMASC records to his/her successor

Section 3: Second Vice-President

- A. To serve in the absence of the first vice-president
- B. To serve as parliamentarian of the NMASC
- C. To serve as chairperson of the state resolutions committee
- D. To perform all duties delegated by the president
- E. To contribute to a quarterly newsletter to be sent to all NMASC member schools
- F. To turn over all official NMASC records to his/her successor

Section 4: Secretary

- A. To keep the minutes of all NMASC and all executive board meetings
- B. To conduct all official NMASC correspondence
- C. To contribute to a workshop report to be sent to all member schools
- D. To conduct a membership drive among non-member schools every year
- E. To preserve, as directed, all special records of NMASC activities
- F. To perform all duties delegated by the president
- G. To contribute to a quarterly newsletter to be sent to all NMASC member schools
- H. To turn over all official NMASC records to his/her successor

Section 5: State Conference Student Coordinator and State Conference Adult Coordinator

- A. To handle, in conjunction with the executive board and the executive director and the conference host, all conference-oriented matters in executing the state conference
- B. To send a newsletter, approved by the executive director, to all member schools concerning food, lodging, entertainment, etc., at least sixty (60) days prior to the state conference
- C. To perform all duties delegated by the president
- D. To turn over all official NMASC records to his/her successor

Section 6: Adult Advisers

- A. To mentor the student officer whose job he/she represents
- B. To assist the executive director as requested by the executive director
- C. To turn over all official NMASC records to his/her successor

Section 7: Executive Director

- A. To collect the dues and conference fees of the NMASC
- B. To be responsible for a quarterly newsletter
- C. To act as a source for student council-related materials
- D. To keep the funds of the NMASC
- E. To pay all NMASC bills with NMASC funds
- F. To keep all files, records and receipts of all NMASC expenditures and to be responsible for an annual financial report to be sent to all member schools
- G. To appoint a summer workshop director subject to the approval of the executive board
- H. To plan and organize the NMASC delegation's annual trip to the National Association of Student Councils Conference (NASC)
- I. To assume general direction and help coordinate all NMASC activities
- J. To represent NMASC as a member of the National Association of State Student Council Executive Directors (NASSCED)
- K. To be responsible for agenda and notification of executive board meetings
- L. To turn over all official NMASC records to his/her successor

Section 8: Workshop Director

- A. To select a site for each summer workshop
- B. To be responsible for the hiring of teachers, counselors, etc.
- C. To present a program that is both stimulating and of educational value
- D. To present an annual accounting of all monies
- E. To turn over all official summer workshop records to his/her successor

ARTICLE VII: COMMITTEES

Section 1: Standing Committees

- A. The elections committee shall assist the first vice-president with election of officers.
- B. A new councils committee shall assist the first vice-president in the organization and establishment of new student councils in New Mexico.
- C. The constitution revision committee shall assist the first vice-president in any matters concerning the NMASC Constitution
- D. The state resolutions committee shall assist the second vice-president in promoting the state resolutions

Section 2: Ad hoc Committees

The president shall appoint any necessary committees for the overall improvement of the NMASC.

ARTICLE VIII: IMPEACHMENT

Any member of the executive board may have impeachment procedures brought against him/her if:

Section 1: To Request Impeachment

- A. In the opinion of any member school, the executive board member has neglected his/her duties, and if the member school has sent a letter to the executive director explaining why impeachment should occur and requesting impeachment procedures, or

- B. The principal of the board member's school has determined that the executive board member has not maintained good standing in the school, and the principal writes a letter to the executive director explaining the situation and requesting impeachment procedures, or
- C. In the opinion of the executive board, the executive board member has neglected his/her duties, and if the executive board has sent a letter to the executive director explaining why impeachment should occur and requesting impeachment procedures.

Section 2: Process To Impeach

Any member of the executive board may be removed from office by a two-thirds vote of the executive board. In such case or in case of vacancy (except that the office of the president shall be assumed by the first vice-president), the executive director shall select a replacement. Vacancies in office shall be reported to the executive director as soon as they occur.

ARTICLE IX: RIGHT OF APPEAL

Any decision of the executive director, in which a student, employee, or school is aggrieved, may be appealed to a review committee. Such appeals/hearings shall be heard de novo.

ARTICLE X: ANNUAL NMASC STATE CONFERENCE

The annual state conference will be held during week thirty-three (33) of the New Mexico Activities Association (NMAA) Five-Year Calendar of Weeks.

ARTICLE XI: NMASC WORKSHOP

The NMASC, if possible, shall hold at least one workshop during each summer for the member schools.

ARTICLE XII: RESOLUTIONS

A resolution must be submitted in writing at a designated time at the state conference.

ARTICLE XIII: AMENDMENTS

This constitution may be amended at any state conference provided that these requirements have been met:

- A. The proposed amendment has been received by the executive director forty-five (45) days prior to the opening of the state conference
- B. Notice of the proposed amendment has been sent to all member schools by the executive director twenty (20) days prior to the opening of the state conference

CONSTITUTION BY-LAWS

ARTICLE I: NATIONAL REPRESENTATION

Representatives to the NASC shall be in accordance with the constitution of the NASC.

ARTICLE II: THE ASSOCIATION YEAR

The NMASC year will be from the end of one state conference to the end of the next state conference.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

Membership shall be open to all eligible schools provided they have paid their dues no later than January 1 and they sponsor a local student council organization. Schools must be members of the NMASC to be eligible to attend the state conference, summer workshop, or any other functions of the NMASC.

Section 2: Dues

January 1 will be the deadline for accepting membership dues for the calendar year (January 1 through December 31). Late membership fees will be doubled and must be paid before a school participates.

ARTICLE IV: EXECUTIVE BOARD

Section 1: Meetings

- A. The executive board shall attend a yearly weekend planning and training retreat on the weekend following the boys' state basketball tournament.
- B. The executive board shall meet on the weekend prior to the summer workshop.
- C. A committee of the executive board shall meet the first Monday in November at the state conference host school.
- D. The executive board shall meet for at least a full day on the first day of the state conference at the site of the host school to clear up any unfinished business and to complete preparations for the state conference.
- E. Further meetings may be called, if needed, if written notice is sent to members of the executive board thirty days prior to the meeting.

Section 2: Travel

Travel expenses of all voting and non-voting members of the executive board shall be paid by NMASC.

Section 3: District Presidents

Presidents of district student councils may attend executive board meetings as non-voting members at their or the district's expense.

Section 4: Executive Director

- A. Persons wishing to apply for the position of executive director shall submit an application to the executive board which will review applications and make a recommendation to the NMASSP for approval.
- B. A newly appointed executive director shall be hired for a two-year term subject to review at the spring executive board meeting during his/her second year of tenure. The executive board may rehire the executive director on an annual basis thereafter.
- C. In the event the executive director is not rehired or the position is vacated for any reason, notification will be sent to the NMASSP and member schools and the application process will begin immediately.

Section 5: Officers

- A. Student and adviser candidates from member schools must submit their applications in writing to the executive director forty-five (45) days prior to the opening of the state conference. Directions for submission will be in the NMASC newsletter.
- B. The president, first vice-president, second vice-president, secretary, adviser to the president, adviser to the first vice-president, adviser to the second vice-president, and adviser to the secretary shall be elected at the state conference. The executive director shall appoint any officers if there are no qualified applicants or should a vacancy occur during an officer's term of office.
- C. Each member school present at the state conference is entitled to one voting delegate. Only official voting delegates present at the state conference may vote. Voting shall be done by ballot. A majority of votes cast shall be necessary to elect.
- D. All elected officers must either be a freshman, sophomore, or junior in high school when elected.
- E. All candidates for the office must be official delegates to the state conference.
- F. A written letter of consent from the principal of the candidate's school must accompany a bid for office.
- G. President candidates must have attended both the state conference and the summer workshop during the past year. All other candidates, including adult advisers, adult state conference coordinator, and student state conference coordinator, must have previously attended either a state conference or the summer workshop within the past three years. All secretary candidates must have keyboarding skills.

ARTICLE V: OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD

Section 1: Student Officers

Student officers elected and installed at the state conference shall serve from installation throughout the following annual year and through the first meeting of the executive board after which new officers are installed for the following annual year. Outgoing officers shall preside at the first meeting of the executive board, and the newly elected officers shall first preside at the summer meeting of the executive board.

Section 2: Executive Director

The executive director shall be selected by the process stated in By Laws, Article IV, Section IV. He/she shall serve for one term of two years and shall be subject to rehire annually thereafter.

Section 3: NMASSP Liaison

The NMASSP president or designee will serve as a liaison between the NMASSP and the executive board.

Section 4: Adult Advisers

The adult advisers will be elected by the member school advisers at the annual conference. A rotation system for each term of office will be used. As adult advisers are elected, they will serve for three years. The executive director may fill, by appointment, any unexpired term of an adult adviser. An adult adviser may be re-elected to the executive board after completion of original term.

Section 5: Workshop Director

The workshop director will serve only as an ex-officio member of the executive board and serves at the discretion of the executive director with the approval of the executive board.

ARTICLE VI: CAMPAIGN REGULATIONS

Section 1: Filing for Office

- A. Candidates for office and their school advisers will be held responsible for reading the NMASC Constitution and following campaign regulations. Any violations of campaign regulations by an official candidate or by anyone acting on his/her behalf must be reported to the executive director, in writing, at least one hour prior to the voting delegates' caucus to elect the officers. Alleged violations must be verifiable by witnesses. The final decision will be made by the executive director.
- B. A candidate for office must file, on the Student Officer and Adult Adviser Candidate Application Form, his/her intent to run for office. The application must be complete and must be in the office of the executive director forty-five (45) days prior to the first meeting of the state conference.

Section 2: Candidates' Meeting

Each eligible candidate, prior to any campaign activities, will be required to attend a candidates' meeting as set by the executive board, no more than two hours prior to registration for the annual state conference. A candidate who does not report on time for the candidates' meeting and who does not attend the full meeting will be disqualified. All props and materials to be used in the candidate's speech, all banners, and all posters must be brought to the candidates' meeting to be approved by the election officials.

Section 3: Voting Delegates' Caucus

Each eligible candidate will be required to attend and respond to a caucus of the voting delegates at the state conference. A candidate who does not report on time for this meeting and who does not attend the full meeting will be disqualified.

Section 4: Campaigning

- A. Campaigning may not occur prior to the annual state conference. Campaigning may begin only after the candidates have been dismissed from the candidates' meeting and may continue throughout the conference until the voting delegates' caucus to vote for members of the executive board for the following year.
- B. Campaigning by a candidate or by anyone acting on his/her behalf will be done by word of mouth. Any other form of campaigning will be limited to the following:
 - (a) One three-minute (3) campaign speech to be presented by the candidate to the entire state conference delegation. Up to a total of one (1) additional minute may be used to set up and take down props. The 3-minute time limit starts when a candidate begins to speak. The speech must be given from the stage. The candidate may not have people assist him/her in any way except to set up and take down. Any materials or props to be used in the candidate's speech must be submitted to the election official at the candidates' meeting previous to the opening of the state conference. If the candidate's speech exceeds three (3) minutes, and/or if the set up/take down time exceeds one (1) minute, the candidate will be disqualified.
 - (b) Two banners to be hung in designated places. Each banner is limited to a size no wider than three (3) feet and no longer than twenty (20) feet and must be hung with masking tape after the candidate has attended the candidates' meeting. Each banner must be removed and properly disposed of by the beginning of voting by the official delegates. If this does not happen, the candidate will be disqualified.
 - (c) Ten posters to be hung in designated places. Each poster is limited to a size no wider than twenty-two (22) inches and no longer than twenty-eight (28) inches and must be hung with masking tape after the candidate has attended the candidates' meeting. Each poster must be removed and properly disposed of by the beginning of voting by the official delegates; if this does not happen, the candidate will be disqualified.

ARTICLE VII: APPEAL PROCESS

Section 1: Request To Appeal

All appeals shall be initiated by a letter from the aggrieved party. The letter shall request the decision be reviewed by a review committee and shall be sent to the executive director, postmarked within ten (10) calendar days of the date of mailing of the executive director's decision. Failure to appeal within the time specified constitutes a waiver of any right of appeal.

Section 2: Committee Action

Evidence and testimony at review committee meetings/hearings shall be informal, but shall follow generally accepted rules and procedures for ensuring due process. New evidence shall not be allowed unless it was not in existence at the time of the decision by the executive director or, although in existence at the time, it was not discovered.

ARTICLE VIII: ANNUAL NMASC CONFERENCE

Section 1: Conduct of Business

A quorum of fifty (50) percent plus one of the member schools present at the state conference will be necessary to make any business at the state conference binding.

Section 2: Selection of Conference Host School

- A. The host school for a state conference shall be identified at least two (2) years and no more than three (3) years before the conference.
- B. A member school shall submit a letter of intent from the student council and the principal of the school to be voted on by member schools at the state conference. Directions for submitting a proposal to host a state conference will be in the NMASC newsletter.
- C. At a state conference, a quorum of the voting delegates will determine the site of the state conference. The NMASC Executive Board shall have the authority to select state conference hosts for the second and third years after a state conference, if member schools have not selected these hosts at the state conference.

Section 3: School Delegates

- A. Each member school will be entitled to bring delegates to the state conference. The number of delegates shall be determined by the executive board. If a school sends less than the maximum delegates possible, other schools may not send delegates in its place.
- B. Any delegate attending the state conference may address the assembly in accordance with the time set by the presiding officer.
- C. Foreign exchange students and district officers may attend the state conference as unofficial delegates, and registration fees must be paid for these students.

Section 4: Keynote Speakers

Selection of and payment for one keynote speaker for the state conference will be the responsibility of the executive board.

ARTICLE IX: NMASC SUMMER WORKSHOP

The site of the summer workshop will be determined one year in advance by the workshop director with approval of the executive board.

ARTICLE X: RESOLUTIONS

Section 1: Submittal Process

A resolution must be submitted on the Resolution Submittal Form, and sufficient copies, per direction of the executive director, must be provided when it is submitted. The executive board shall submit written copies of all resolutions to all schools at the state conference that are eligible to vote at least two (2) hours prior to the business session at which they are to be submitted.

Section 2: Selection of Resolutions

A caucus of all eligible voting delegates present at the state conference will discuss, debate, and vote upon all proposed resolutions. Time must be provided during the caucus meeting for delegates other than the voting delegates to speak on the resolutions being discussed.

ARTICLE XI: NMASC FINANCES

Section 1: Expenses

Official NMASC funds will be used to pay all expenses of the NMASC

Section 2: Annual Dues

Each member school will pay annual dues to the executive director. The amount of the dues will be determined by the executive board each year at the summer meeting.

Section 3: Conference Registration Fees

Each school sending delegates to the state conference shall pay a registration fee. The amount will be determined by the executive board at the summer meeting.

Section 4: Travel Expenses

- A. The executive director shall be sent to the annual NASC Conference and the annual meeting of the NASSCED. All expenses, including membership fees in NASSCED, will be paid by the NMASC.
- B. NMASC will pay expenses, including membership fees in the National Association of Workshop Directors (NAWD), of the workshop director to attend the annual NAWD Conference. The workshop director will be given the option of attending this conference or a similar one at his/her discretion and with approval of the executive board.
- C. Any travel expenses other than those authorized in the constitution for the executive director, workshop director, or any other member of the executive board must be approved in advance by a majority of the executive board.

Section 5: Salaries

The salary of the executive director and the salary of the workshop director will be considered annually at the summer meeting of the executive board. The salary of the workshop director will be paid from workshop funds.

Section 6: NASC Conference

At the executive board meeting during the state conference, it will be determined which members of the board will attend the NASC Conference and what expenses will be paid.

Section 7: Audit

A Certified Public Accountant (CPA) shall audit all NMASC funds at least once every seven (7) years, unless there is a vacancy or change of position in the office of executive director. In case of vacancy or change of position, an audit will be conducted provided that the previous executive director completed at least one (1) term in that office.

ARTICLE XII: AMENDMENTS

Amendments to this constitution must be approved by a two-thirds vote of the member schools present at the state conference in order to be ratified. An amendment shall go into effect thirty (30) days after ratification.