

CONSTITUTION
NEW MEXICO ASSOCIATION OF STUDENT COUNCILS
(Approved 2014/By-Law clarification revisions approved March 2017)

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 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 not 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 advisors: advisor to the president, advisor to the first vice-president, advisor to the second vice-president, advisor to the secretary
- C. Executive director (votes in case of tie)

Section 2: Non-Voting Members

- A. State conference student coordinator
- B. State conference advisor coordinator

ARTICLE VI: DUTIES OF NMASC OFFICERS

Section 1: President

- A. To preside over all NMASC meetings and all executive board meetings.
- B. To collaborate with the executive director in planning an agenda for executive board meetings.
- C. To represent the NMASC at all designated public occasions.
- D. To communicate with NMASC member schools using board-approved forms of communication.
- E. To turn over all official NMASC records to his/her successor and/or the executive board.
- F. To perform other duties as directed by the NMASC Board.
- G. To attend all NMASC events as designated in the NMASC By-laws.

Section 2: First Vice-President

- A. To perform all duties of the president in his/her absence.
- B. To collaborate with the Executive Advisor to the 1st Vice President on conducting NMASC elections.
- C. To communicate with NMASC member schools using board-approved forms of communication.
- D. To turn over all official NMASC records to his/her successor and/or the executive board.
- E. To perform other duties as directed by the NMASC Board.
- F. To attend all NMASC events as designated in the NMASC By-laws.

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 communicate with NMASC member schools using board-approved forms of communication.
- D. To turn over all official NMASC records to his/her successor and/or the executive board.
- E. To perform other duties as directed by the NMASC Board.
- F. To attend all NMASC events as designated in the NMASC By-laws.

Section 4: Secretary

- A. To keep and make available the minutes of all NMASC and all executive board meetings.
- B. To preserve, as directed, all special records of NMASC activities.
- C. To perform all duties delegated by the president.
- D. To communicate with NMASC member schools using board-approved forms of communication.
- E. To turn over all official NMASC records to his/her successor and/or the executive board.
- F. To perform other duties as directed by the NMASC Board.
- G. To attend all NMASC events as designated in the NMASC By-laws.

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 turn over all official NMASC records to his/her successor and/or the executive board.
- C. To perform other duties as directed by the NMASC Board.
- D. To attend all NMASC events as designated in the NMASC By-laws.

Section 6: Executive Advisors

- A. To mentor the student officer whose job he/she represents.
- B. To turn over all official NMASC records to his/her successor and/or the executive board.
- C. To perform other duties as directed by the NMASC Board.
- D. To attend all NMASC events as designated in the NMASC By-laws.

Section 7: Executive Director

- A. To assume general direction and help coordinate all NMASC activities.
- B. To represent NMASC as a member of the National Association of State Student Council Executive Directors (NASSCED).
- C. To be responsible for agenda and notification of executive board meetings.
- D. To turn over all official NMASC records to his/her successor and/or the executive board.
- E. To perform other duties as directed by the NMASC Board.
- F. To attend all NMASC events as designated in the NMASC By-laws.

ARTICLE VII: COMMITTEES

Section 1: Ad hoc Committees

- A. The president shall appoint any necessary committees for the overall improvement of the organization.
- B. Constitutional Revisions establish on an ad hoc basis

ARTICLE VIII: IMPEACHMENT

Any member of the executive board, adult or student, 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 sends a letter to the executive director explaining why impeachment should occur and requesting impeaching 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 a majority of the executive board, the executive board member has neglected his/her duties, and if the executive board sends a letter to the executive director explaining why impeachment should occur and requesting impeachment procedures.

Section 2: Process of Impeachment

- A. Any member of the executive board may be removed from office by a two-thirds vote of the executive board present at the meeting.
- B. 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.

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 shall be heard de novo as described in the by-laws.

ARTICLE X: ANNUAL NMASC STATE CONFERENCE

The annual state conference will be held during week thirty-three 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: AMENDMENTS

Section 1 Amendment Process: This constitution may be amended at any fall district conference or state conference provided that these requirements are met:

- A. The executive director receives the proposed amendment in writing forty-five (45) calendar days prior to the fall district conferences or the opening of the state conference.
- B. The executive board will review the amendment to make sure that it complies with various NMASC partners.
- C. The executive director sends the proposed amendment in writing to all member schools twenty (20) calendar days prior to the fall district conferences or the opening of the state conference.

Section 2: Voting Requirements:

- A. Schools must be present at either the fall district conference or state conference to cast their vote.
- B. Schools must be a current member school of NMASC. Each school may cast one vote done so by their designated voting delegate member.

Signature: Mary Hahn
Executive Director

Date: March 23, 2014

Signature: Patricia Rivera
Adviser to the First Vice-President

Date: March 23, 2014

NMASC BY-LAWS

(Revised 2014/clarification revisions approved March 2017)

ARTICLE I: NATIONAL REPRESENTATION

NMASC will affiliate with the National Association of Student Councils.

ARTICLE II: THE ASSOCIATION YEAR

Financial accounting for NMASC will be for the school year (August 1 – July 31)

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

Membership shall be open to all eligible schools provided they have paid their current school year NMASC Membership Dues 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 and any other functions of the NMASC.

Section 2: Dues

NMASC Membership Dues must be paid before a school participates in NMASC functions. NMASC Membership Dues are paid on a school year basis (August 1 – July 31).

ARTICLE IV: EXECUTIVE BOARD

Section 1: Executive Director

- A. Persons wishing to apply for the position of executive director shall submit an application to the executive board which will be reviewed, and a selection will be made for the good of the organization.
- 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 to a four year term thereafter.
- C. In the event the executive director is not rehired or the position is vacated for any reason, notification will be sent to NMASC member schools, and the application process will begin immediately.

Section 2: Executive Board – Student Officers

- A. Student candidates from member schools must submit their applications in writing to the executive director sixty (60) days prior to the opening of the state conference. Directions for submission will be posted at nmasc.org and in the NMASC newsletter.
- B. All elected officers must either be a freshman, sophomore, or junior in high school when elected.
- C. President candidates must have attended both the state conference and the summer workshop during the past year. All other officer candidates, and the student state conference coordinator(s), must have previously attended either a state conference or the summer workshop within the past two years. All secretary candidates must have keyboarding skills.
- D. All candidates for the office must be official delegates to the state conference.
- E. A written letter of support from the student council advisor of the student's school must accompany a bid for office.
- F. The president, first vice-president, second vice-president and secretary shall be elected at the state conference.
- G. 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.
- H. 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.
- I. Student officers elected and installed at the state conference shall serve from installation throughout the following association year. Outgoing officers shall participate at the first meeting/training of the new executive board.

Section 3: Executive Board – Executive Advisors

- A. Advisor candidates from member schools must submit their applications in writing to the executive director sixty (60) days prior to the opening of the state conference. Directions for submission will be posted at nmasc.org and in the NMASC newsletter.
- B. Executive Advisor to the president, Executive Advisor to the first vice-president, Executive Advisor to the second vice-president, and Executive Advisor to the secretary shall be elected at the state conference. A rotation system for each term of office will be used.
- C. Executive Advisors and adult state conference coordinator must have previously attended either a state conference or the summer workshop within the past two years.
- D. All Advisor to the State Secretary candidates must have keyboarding skills.
- E. All candidates for the position must be official delegates to the state conference.
- F. The executive advisors will be elected by the member school advisors at the annual conference.
- G. One school advisor from each member school present at the state conference is entitled to one vote. A majority of votes cast shall be necessary to elect.
- H. As executive advisors are elected, they will serve for three years.
- I. The executive director may fill, by appointment, any unexpired term of an executive advisor.
- J. An executive advisor may be re-elected to the executive board after completion of original term.

Section 4: Administrative Counsel

The NMASC Executive Board may appoint a school administrator to serve as administrative counsel for the organization.

Section 5: Travel

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

Section 6: Meetings

- A. The executive board shall attend an annual 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. The executive board shall meet at the state conference host school during the fall semester prior to the state conference.
- D. The executive board shall meet for at least a full day on the first day of the state conference at the host school.
- E. Further meetings may be called as needed, if written notice is sent to members of the executive board prior to the meeting.

ARTICLE V: ELECTION PROCESS

Section 1: Filing for Office

- A. Candidates for office and their school advisors will be held responsible for reading the NMASC Constitution and for 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 executive director will make the final decision.
- B. A candidate for office must file, on the Student Officer and Executive Advisor 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 sixty (60) days prior to the first meeting of the state conference.
- C. A NMASC member school may not run more than two candidates for state office in the same year. If there is more than one candidate from a school, the candidates may not run for the same office.

Section 2: Candidates' Meeting

Prior to any campaign activities each eligible candidate is 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. Each candidate will bring to the candidates' meeting two final copies of their speech, **written in paragraph form**. One copy will be turned into the 1st Vice-President (or election official). One copy will be read and signed by the election officials. This is the speech the candidate will deliver. No

alterations will be made. Alterations to the speech will result in disqualification. In addition to the final copy of the speech, props and/or materials to be used with the speech, all banners, and all posters, all of which must be approved at the candidates' meeting by the election officials.

Section 3: 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 three-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. **One banner to be hung in designated places. Each banner is limited to a size no wider than three (3) feet and no longer than ten (10) feet and must be hung with the designated type of tape approved by the host school after the candidate has attended the candidates' meeting. The banner must be removed and properly disposed of by the beginning of voting by the voting delegates. If this does not happen, the candidate will be disqualified.
**Campaign materials are subject to change pending the school policy of the state conference host school and the facilities available.
 - c. Five 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 the designated type of tape approved by the host school after the candidate has attended the candidates' meeting. Each poster must be removed and properly disposed of by the beginning of voting by the voting delegates. If this does not happen, the candidate will be disqualified.

Section 4: 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 5: Voting Procedure

- a. The voting delegate from each member school shall vote within the time frame and manner directed by NMASC.
- b. b. In the case of a candidate running unopposed, a quorum of fifty (50) percent plus one of the member schools present must give a vote of confidence for the candidate (see By-Laws Article VII, Section I).
- c. If a candidate does not receive a vote of confidence, the office shall be vacant. The officer shall be appointed or a special election process will take place.

ARTICLE VI: APPEAL PROCESS

Section 1: Request to Appeal

A letter from the aggrieved party shall initiate all appeals. 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 VII: NMASC STATE 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 student state conference coordinator(s) and adult state conference coordinator must have previously attended either a state conference or the summer workshop within the past two years.
- B. 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.
- C. 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 on nmasc.org and in the NMASC newsletter.
- D. At a state conference, the host school hopeful will submit a bid to the Executive Board. The NMASC executive board shall have the authority to select state conference hosts two to three years out.

Section 3: School Delegates

- A. Each member school will be entitled to bring delegates to the state conference. The executive board shall determine the number of delegates. If a school sends less than the maximum delegates possible, other schools may not send delegates in its place.
- B. If an official delegate to the state conference wishes to address the assembly, the member school shall state the reason for the request in writing to reach the executive director thirty (30) days before the state conference begins. The executive director, state president and executive advisor to the president shall determine whether the request is to be granted, when the request will be presented to the assembly, and shall notify the school fifteen (15) days before the state conference begins.

ARTICLE VIII: STATE PROJECT

Section 1: The NMASC Executive Board, will present two State Project options to all schools at the state conference that are eligible to vote. One general resolution will be adopted for a three year period, with all member schools being provided the opportunity to individualize the adopted State Project to fit their individual community and school.

Section 2: Selection of State Project

A caucus of all eligible voting delegates present at the state conference will discuss 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 IX: 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 NMASC. The official NMASC Membership Dues Form/Invoice must be included in the submission when the dues are paid. The executive board will determine the amount of the dues each year at the summer meeting.

Section 3: Conference Registration Fees

Each school sending delegates to the NMASC Functions shall pay a registration fee. The Executive Board will determine the amount each year at the summer meeting. Registration will not be complete until required forms and payment are received. Refunds will not be made. Substitutions will be accepted with no penalty.

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 Council for Student Activities (NCSA), for the executive director to attend the annual NCSA Conference. The executive 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, or any other member of the executive board must be approved in advance by a majority of the executive board.

Section 5: Stipends

The stipend of the executive director will be considered annually at the summer meeting of the executive board.

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: Financial Review

A Certified Public Account (CPA) shall annually review all NMASC funds and when there is a vacancy or change of position in the office of the executive director. In case of vacancy or change of position, a financial review will be conducted.

ARTICLE X: DISSOLUTION OF THE ORGANIZATION

Section 1: By the Member Schools

This organization may be dissolved at the will of the member schools in the organization:

- A. A member school may send a proposal, signed by the school administrator and an official of the student council, to reach the NMASC at least forty-five calendar days (45) prior to the meeting at which it is to be presented to member schools
- B. The executive director will send the written proposal to the member schools at least thirty (30) calendar days prior to the meeting at which it is to be considered by the member schools.
- C. The proposal to dissolve shall be presented to a voting delegate caucus eligible to vote at the meeting. Each school shall cast one vote for or against the proposal. A majority vote shall be required for the organization to be dissolved.
- D. If the member schools vote to dissolve the organization, all undesignated assets of the organization shall be given to an entity that promotes the welfare of youth in the State of New Mexico.

Section 2: According To Law

This organization may be dissolved at the will of national or state laws. In this case, all assets of the Organization shall be used as determined by law. After any lawful distribution of such assets as exist, any Remaining assets shall be given to an entity that promotes the welfare of youth in the State of New Mexico.

Signature: Mary Hahn
Executive Director

Date: 3/19/2017

Signature: Justin Landis
Advisor to the First Vice-President

Date: 3/19/2017