

Constitution of the Cenois District Association of Student Councils

Article I - Name

The name of this organization shall be the Cenois District Association of Student Councils or the Cenois District of the Illinois Association of Student Councils, henceforth referred to as Cenois.

Article II - Purpose

The purpose of this organization shall be:

- a) To promote the development and improvement of students councils within the Cenois District.
- b) To stimulate and guide student leaders to better serve the students, communities, and schools of this district, thereby establishing good citizenship and character of the youth of the Cenois District.
- c) To form a close bond and increase communication among student councils within the Cenois District.
- d) To help student councils of this district conduct activities and attain specific goals that benefit the schools and communities of the Cenois District.

Article III - Membership

Section 1 - Membership in the Cenois District shall be a prerequisite for membership in the Illinois Association of Student Councils.

Section 2 - The membership fee shall be defined in the Bylaws of the Cenois District Association of Student Councils

Section 3 - Membership in the Cenois District may consist of all the schools within the boundaries of the Cenois District as established by the Illinois Association of Student Councils.

Section 4 - Schools seeking Cenois district membership but not within the boundaries of the Cenois District must follow annexation guidelines set by the Illinois Association of Student Councils, henceforth referred to as IASC.

Article IV - Executive Board

Section 1 - The executive board shall consist of the president, vice-president, secretary, treasurer, liaison, convention secretary, the appointed webmaster and their advisors.

Section 2 - Executive voting power shall rest in the officers listed in Article IV, Section 1 including the appointed Webmaster.

Section 3 - Elections shall be held at the Spring Convention, and newly elected officers shall serve from that time through the next annual convention. A joint executive board, consisting of outgoing officers, newly elected officers, and their advisors, shall serve from the time of the district convention until the next official Cenois Executive Board meeting. Only newly elected officers shall have voting power during this interim period.

Section 4 - During an officer's entire term, he or she must be enrolled in a recognized member school and be a member of the school's student council.

Section 5 - Should a vacancy arise, the office shall be filled at the discretion of the executive board.

Section 6 - The duties of the officers shall be defined in the Bylaws if the Cenois District Association of Student Councils.

Article V - Qualifications of Officers

Section 1 - At the time of election, a candidate for any office must:

- a) Be in the ninth, tenth, or eleventh grade at a Cenois District member school.
- b) Be a member of the student council at his or her high school.
- c) Have completed and submitted to the executive board the official application for candidacy which must include statements of support signed by the candidate, the student council advisor, high school principal and a parent or legal guardian.
- d) Be screened by the Credentials Committee and receive a rating level of Recommended or Recommended with Reservation. Candidates receiving a Not Recommended rating from the Credentials Committee will be ineligible to seek a Cenois District office.

Section 2 - A candidate for the position of Webmaster must:

- a) Be in ninth, tenth or eleventh grade at a Cenois District member school.
- b) Be a member of the student council at his or her high school.
- c) Have completed and submitted to the executive board the official application for candidacy which must include statements of support signed by the candidate, the student council advisor, the high school principal and a parent or legal guardian.
- d) Be interviewed by the executive board who in turn votes by secret ballot and appoints the Webmaster.
- e) Be willing and able to host the website on his or her school server or provide other means for hosting the Cenois website: <http://cenoisdsc.weebly.com/>
- f) Continue to keep the Cenois website active.

Section 3 - Each member school is allowed to have two candidates seek a Cenois District office with no more than one candidate per office, including the webmaster. **A school may provide a third person if there is still an open seat after the Spring Convention.**

Article VI - Elections

Section 1 - The president **and all advisors** shall choose a Credentials Committee from applications received prior to the annual convention. The purpose of said committee shall be to screen candidates and their advisors and to evaluate aptitude for office by deeming them Recommended, Recommended with Reservation, or Not Recommended. This committee shall consist of the executive board and one representative per member school in attendance. Members currently seeking a Cenois District office, including the webmaster, may not serve on the Credentials Committee.

Section 2 - Candidates nominated from the floor shall receive the same consideration and meet the same qualifications as all other candidates.

Section 3 - Each candidate must limit campaign expenditures to an amount determined by the executive board. This amount will be communicated to the candidate in the election packet.

Section 4 - Each school present at the Spring Convention shall have one vote for each office. Elections shall be conducted by secret ballot.

Section 5 - The candidate receiving the most votes in the affirmative is elected. Any unopposed candidate must receive a majority of votes in the affirmative.

Section 6 - In the case of a tie vote, the following procedure will be used:

- a) A vote by secret ballot of each school present will be taken for the position in question.
- b) In the case of a tie two times, a revote by secret ballot of each school present will be taken for the position in question.
- c) In the case of a tie three times, the decision will go to the incumbent executive board with each officer having one vote by secret ballot. Should an incumbent officer be a candidate involved in the tie, he or she shall be excluded from the executive board voting.

Article VII - Removal from Office

Cenois District officers who have not performed their duties as described in the Bylaws of the Cenois District Association of Student Councils can be removed from office by a two-thirds secret ballot vote of the executive board and their advisors. This vote excludes the officer in question.

Article VIII - Cenois District Convention and Workshops

Section 1 - The Spring Convention shall be held **no earlier than March 1 and no later than two weeks before State convention**. The location shall be selected by the convention secretary and approved by the executive board. Cenois District business shall be conducted at this convention.

Section 2 - All students attending a district workshop or the Spring Convention must be accompanied by an advisor or an adult designee unless given advanced approval by the executive board.

Section 3 - Registration and fees shall be sent to the hosting school. Each delegate and advisor attending a district convention or workshop shall pay the registration fee determined by that school.

Article IX - Legislative Power

Section 1 - Legislative power shall rest in the member schools of the Cenois District with each member school having one vote.

Section 2 - The member schools in attendance at the Spring Convention, in the event that all member schools have been notified of the convention, shall determine the policy of the organization by majority vote.

Section 3 - Resolutions and proposals to the Cenois Constitution and Bylaws must be submitted in writing to the president for consideration by the executive board.

Article X - Cenois District Headquarters

The Cenois District headquarters for this organization shall be the school of the Cenois District President for the entire president's term in office.

Article XI - Amendments

Section 1 - The Constitution Committee shall consist of the current executive board members, former district officers still in high school and their advisors. **The Constitution Committee shall consist of one member per school and the Vice-President's advisor.**

Section 2 - Resolutions and proposals to the Cenois Constitution and Bylaws should be officially submitted to the executive board for approval prior to the meeting of the Constitution Committee.

Section 3 - The Constitution Committee shall meet **at** Spring Convention to review, revise, and recommend changes to the Cenois Constitution and Bylaws and to review resolutions.

Section 4 - The executive board shall distribute resolutions and proposals to the Cenois Constitution and Bylaws to the member schools **at** Spring Convention.

Section 5 - Amendments to the Cenois Constitution must be approved at the Spring Convention. The Cenois Constitution must be amended by a two-thirds vote in the affirmative of member schools present during the business session. Bylaws of the Cenois District Association of Student Councils must be amended by a simple majority vote of member schools present during the business session.

Revised January 1998; Ratified March 1998

Revised January 1999; Ratified March 1990

Revised January 2000; Ratified March 2000

Revised January 2001; Ratified March 2001

Revised January 2002; Ratified March 2002

Revised January 2003; Ratified March 2003

Revised January 2004; Ratified March 2004

Revised April 2016; Ratified May 2016

Bylaws of the Cenois District Association of Student Councils

Article I - Dues

Dues for membership in the Cenois District Association of Student Councils shall be twenty-five dollars per year.

Article II - Duties of Officers, webmaster, and president's advisor

Section 1 - The duties of the office of president

- a) To attend all Cenois District functions
- b) To set the agenda, date, time and location for each executive board meeting.
- c) To conduct all meetings in an organized fashion
- d) To maintain regular correspondence with both member and non-member schools in the district
- e) To establish committees with deemed necessary
- f) To conduct and supervise all election procedures, which includes preparing and mailing the election packet, preparing the ballots, supervising counting the ballots, announcing the results and overseeing the introduction ceremony
- g) To serve as an ex-officio member of all committees
- h) To appoint a Webmaster approved by the executive board to update and maintain the official district website
- i) To chair the Constitution Committee whose purpose is to review the Constitution and Bylaws. The president will ask member schools to submit their proposed resolutions and changes to the Constitution and Bylaws. After the Constitution Committee review meeting, the president shall distribute the recommended resolutions and amendments to member schools two weeks prior to Spring Convention. The president will present these at the convention for approval by the member schools present.
- j) To encourage growth in the district and its member schools
- k) To encourage and display leadership
- l) To be responsible for the well being of the district
- m) To keep detailed records of all activities and correspondences to pass on to the succeeding officer
- n) To carry on other duties assigned by the executive board

Section 2 - The duties of the office of vice-president

- a) To attend all Cenois District functions
- b) To preside at all meetings in the absence of the president
- c) To be responsible for the *Cenois Insider*, the district newsletter, which shall be published for distribution at the IASC State Convention, all Cenois District workshops and the Spring Convention
- d) To establish contact with member schools for the purpose of increasing communication for the *Cenois Insider*.

- e) To send copies of the newsletter to all district member schools, IASC Executive Board members and all other district newsletter editors
- f) To keep detailed records of all activities and correspondences to pass on to the succeeding officer
- g) To encourage and display leadership
- h) To carry on other duties as assigned by the executive board or the president

Section 3 - The duties of the office of secretary

- a) To attend all Cenois District functions
- b) To take accurate minutes of all district and executive board functions
- c) To send minutes to the IASC Executive Board
- d) To keep attendance records
- e) To have a sufficient amount of district stationery printed and distributed in a timely manner
- f) To assemble and distribute the Cenois District welcome packet
- g) To keep detailed records of all activities and correspondence to pass on to the succeeding officer
- h) To encourage and display leadership
- i) To carry on duties as assigned by the executive board or the president

Section 4 - The duties of the office of treasurer

- a) To attend all Cenois District functions
- b) To handle all financial transactions of the district
- c) To keep a current listing of member schools
- d) To prepare and distribute certificates of membership, attendance and participation at district workshops and the Spring Convention
- e) To provide voucher reimbursement forms to executive board members
- f) To inform the executive board of financial matters
- g) To maintain monthly correspondence with the IASC Treasurer
- h) To have the financial records audited between the annual convention and the joint executive board meeting and to submit to the executive board an official audit report completed by an independent outside source
- i) To keep detailed records of all activities and correspondence to pass on to the succeeding officer
- j) To encourage and display leadership
- k) To carry on other duties as assigned by the executive board or the president

Section 5 - The duties of the office of liaison

- a) To attend all Cenois District functions
- b) To maintain communication on a monthly basis with other district liaisons, all district member schools and the IASC Executive Board
- c) To submit a written report or attend and report at IASC Executive Board meetings
- d) To prepare and distribute evaluations of district workshops and the Spring Convention to the members presents and to analyze and distribute the results to the executive board for review
- e) To keep detailed records of all activities and correspondence to pass on to the succeeding officer
- f) To encourage and display leadership
- g) To carry on other duties assigned by the executive board or the president

Section 6 - The duties of the office of convention secretary

- a) To attend all Cenois District functions
- b) To make all arrangements for all workshops and the Spring Convention
- c) To complete all correspondence related to workshops and the Spring Convention
- d) To be in charge of all registration for workshops and the Spring Convention
- e) To submit for approval to the executive board all arrangements made for workshops and the Spring Convention
- f) To prepare the agenda for the workshops and the Spring Convention
- g) To keep detailed records of all activities and correspondence to pass on to the succeeding officer
- h) To encourage and the display leadership
- i) To carry other duties as assigned by the executive board or the president

Section 7 - The duties of the webmaster

- a) To attend all Cenois District functions
- b) To review and update the Cenois District website on a monthly basis or as needed
- c) To notify the executive board members on a monthly basis of all updates and changes
- d) To encourage and display leadership
- e) To carry on duties as assigned by the executive board or the president

Section 8 - The duties of the president's advisor

- a) To act as a resource for the deliberations of the executive board
- b) To communicate with the other district advisors on a regular basis
- c) To sign all voucher reimbursement forms
- d) To assist the president with with the preparation and distribution of proposals to the Cenois Constitution and Bylaws

- e) To keep a complete file of all Cenosis District activities to pass on to the succeeding president's advisor

Section 9 - The executive board shall meet prior to the IASC State Convention, at the IASC State Convention, and at least once prior to each district workshop and the annual convention.

Article III - Auditing of Financial Records

The executive board shall review the audit report of the Cenosis District financial records at the joint executive board meeting. The results of the audit shall be available to member schools upon request.

Article IV - Reimbursement

Section 1 - A completed voucher reimbursement form must be submitted to the executive board and signed by the treasurer and president's advisor.

Section 2 - Mileage to executive board meetings and the constitution review meeting will be reimbursed at the current IRS mileage rate.

Sections 3 - Reimbursement items include but are not limited to: postage, food, office supplies and other materials deemed necessary but the executive board. Receipts must be included for reimbursement to be considered.

Article V - Parliamentary Authority

Section 1 - The executive board reserves the right to make rules as deemed necessary.

Section 2 - The executive board shall have final authority over the affairs of the district.

Section 3 - *Robert's Rules of Order, Newly Revised* shall be the final authority for all parliamentary concerns.

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