

# AASG Constitution

As ratified on April 8, 2016

## Article I - Name and Purpose

A. The name of this organization shall be the Alaska Association of Student Governments, hereinafter referred to as AASG. The sponsoring organization of AASG is to be the Alaska School Activities Association, hereinafter referred to as ASAA.

B. The purpose of AASG shall be to:

- a. Convey such information as opinions, issues, and opportunities to and from Alaskan secondary school students.
- b. To represent the concerns of Alaskan secondary school students on the local, state, and national level.
- c. To train Alaskan secondary school students to effectively perform leadership roles.

## Article II - Membership

A. Membership in AASG shall be open to all secondary school student governments in Alaska that are members of ASAA.

B. The affiliation of one constituent school within a school district extends to any other constituent school within that school district, even in the case that that school is not directly affiliated with ASAA.

C. The General Assembly of AASG, hereinafter referred to as the GA, shall consist of at least one representative of each member school's student government or district group membership present at the conference.

## Article III - Organization Structure

A. Executive Board

a. The Executive Board of AASG shall consist of the following officers:

- i. President (Non-voting except in tie)
- ii. Vice President
- iii. Secretary (Non-voting)
- iv. Treasurer
- v. Parliamentarian (Non-voting)
- vi. Public Relations Officer
- vii. Conference Registrar (Non-voting)
- viii. One Region Representative for each ASAA region
- ix. Representative to ASAA
- x. Representative to the State Board of Education and Early Development, hereinafter referred to as SBEED

- xi. Junior Representative to the SBEED
- xii. Executive Director (Non-voting)

#### B. Steering Committee

- a. The Steering Committee, hereinafter referred to as AASGA, shall be comprised of the following:
  - i. The advisors of the Executive Board officers
  - ii. The Executive Director

#### C. Officers

- a. Officers elected by the GA in accordance with the Bylaws shall be the President, Vice President, and Public Relations Officer.
- b. Officers selected by the Executive Board in accordance with the Bylaws shall be the Parliamentarian, Secretary, Treasurer, ASAA Representative, and SBEED Representative.
- c. The Registrar shall be appointed by the conference host school and shall serve on the Executive Board in accordance with the Bylaws.

#### D. AASG Executive Director

- a. One position open to candidates from within Alaska, hired jointly by representatives from the AASG Executive Board, AASGA membership, and the ASAA Director.

## **Article IV - Elections, Appointments, and Vacancies**

#### A. Elections

- a. All nominations, interviews, and elections, shall be executed in accordance with the Bylaws.
- b. The newly elected Executive Board members will assume office as the final order of business at each conference. The outgoing and incoming officers will transition in an orderly fashion to avoid disruption to the organization.
- c. No individual may hold multiple offices simultaneously.

#### B. Appointments

- a. At the Fall Conference, the Executive Board shall select a representative to ASAA. The representative shall serve a two-year term on the Executive Board.
- b. At the Fall Conference, the Executive Board shall select and submit nominees to the SBEED for the position of Student Representative. Following selection of the Representative by SBEED, the Representative is sworn in at the Winter Business Meeting, with their term ending at their second Spring Conference in office. This allows for approximately a six month overlap.
- c. At the Spring Conference, the Executive Board shall select by interview a Parliamentarian. The Parliamentarian shall serve a one-year term on the Executive Board.

d. At the Spring Conference, the Executive Board shall select by interview a Secretary. The Secretary shall serve a one-year term on the Executive Board.

e. At the Spring Conference, the Executive Board shall select by interview a Treasurer. The Treasurer shall serve a one-year term on the Executive Board.

#### C. Vacancies

a. A vacancy in the office of the President shall be filled by the Vice President.

b. Vacancies in the offices of the Vice President or Public Relations Officer shall be filled by appointment of the Executive Board to be approved by the next session of the General Assembly.

c. Vacancies in the position of a Region Representative shall be filled by the Region Representative's school.

d. A vacancy in the office of Registrar shall be filled by the Registrar's school.

e. Vacancies in the offices of Parliamentarian, Secretary, or Treasurer shall be filled by appointment of the Executive Board.

f. A vacancy in the office of SBEED Representative shall be filled in accordance to SBEED policy.

## Article V - Regional Organization

A. Regions will be defined by ASAA.

B. Any school wishing to affiliate with a region other than the one to which they have been assigned must submit a formal written request to the Executive Board for approval.

C. Region Representatives shall be elected for a one-year term at the Fall Conference by member schools from their region.

## Article VI - Meetings

A. The GA shall meet twice per year. The site and date of such meetings shall be determined through negotiations between the Executive Director and the host school. If multiple schools apply to host a conference, the host school shall be determined by a vote of the Executive Board.

B. The President or any three Executive Board members have the authority to call an emergency meeting of the Executive Board by giving written notice and reasoning for such meetings at minimum one week in advance of such meetings.

C. Meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised, hereinafter referred to as RONR, of the most recent edition.

D. The Constitution and Bylaws shall supersede RONR and any decisions made by members of the Executive Board, the Executive Director, or other policies or practices.

E. AASG is under the jurisdiction of ASAA and must abide by ASAA policies.

## **Article VII - Ratification**

A. The Constitution and Bylaws shall be ratified and shall be the sole charter from which AASG derives its authority, when its proposal receives at minimum a two-thirds majority of votes cast in the GA.

B. Proposed amendments to the Constitution and Bylaws must be submitted by a student, which may include members of the AASG Executive Board.

C. Proposed amendments to the Constitution and Bylaws must be distributed in writing to all Executive Board members and member schools at minimum two weeks prior to the General Assembly at which they will be considered.

D. The Constitution may be amended at a meeting of the GA only if the proposed amendment receives a minimum of two-thirds of the votes cast.

E. The Constitution and Bylaws shall take effect immediately following the adjournment of the meeting at which they were ratified.

F. Policies to implement the Constitution and Bylaws will be approved by the Executive Board.

# AASG Bylaws

As ratified on April 8, 2016

## Article I - Parent Organization ASAA

A. ASAA shall have the following powers and duties:

- a. In conjunction with AASGA and the AASG Executive Board, appoint the AASG Executive Director.
- b. Conduct an annual audit.
- c. Give assistance, leadership, and counsel to AASG.

## Article II - Member School Advisor

A. Advisors shall be responsible for the students from their school who attend any and all AASG sponsored events and activities.

B. The advisor shall attend all advisor and regional meetings.

C. The advisor shall pre-register their school with all necessary conference information, and ensure payment to the host school for all students and advisors at each conference.

D. A member school is a school which has a student council or student government and has paid its annual membership dues.

## Article III - AASG Executive Director

A. The Executive Director shall have the following powers and duties:

- a. Work as an independent contractor.
- b. Actively participate in the planning and organization of all AASG sponsored activities.
- c. Attend all Executive Board meetings and teleconferences, fall and spring conferences, national, regional, and statewide conferences, leadership training camps and meetings as dictated by the Executive Board.
- d. Attend Executive Director meetings with approval from the Executive Board.
- e. Give assistance, leadership, and counsel to the Executive Board, including working with the President to set agendas.
- f. Work with AASG officers to develop and support their program of work.
- g. Work with the AASGA membership and Steering Committee to provide advisor training and support.

- h. Establish dates with and support host schools in conference planning.
- i. Serve as a liaison to ASAA, national, and regional related organizations.
- j. Work with the ASAA Representative to prepare and give quarterly reports and an annual report to the ASAA Board of Directors and all member schools.
- k. Procure and administer grants and other funding sources.
- l. Maintain AASG permanent records.
- m. Work with the ASAA bookkeeper and auditor in supervising the collection and expenditure of AASG funds.
- n. Conduct public relations efforts to promote AASG, including arranging for ASAA newsletter articles and updating the AASG website.
- o. In conjunction with the Treasurer and Budget Committee, work to prepare the annual operating budget.
- p. Submit an annual finance report to the Executive Board.
- q. Maintain AASG membership records and support renewal efforts.
- r. Provide Assistance to advisors.
- s. Provide monthly reports to the Executive Board regarding actions taken under the Executive Directorship.

## **Article IV - Host School for Fall and Spring Conferences**

### **A. Qualifications**

- a. Have an active Student Government and advisor willing to plan a conference.
- b. Provide a student and advisor liaison to the Executive Board for the business meeting prior to the conference.
- c. Make appropriate housing available for all delegates at the conference.
- d. Coordinate business meeting needs with the President and the Executive Director.

### **B. Responsibilities and Duties**

- a. The host school agrees to follow the AASG Conference Financial Guidelines.
- b. The host school shall submit a proposed balanced budget to the AASG Executive Director before committing any expenses.
- c. Complete conference accounting with the ASAA accountant and AASG Executive Director within 30 days of completion of the conference.

d. AASG shall loan the host school the funds for two student delegates to attend a national or regional conference prior to the AASG conference, if funds are available, as determined by the Executive Board and Executive Director.

- i. The host school shall repay this loan from their conference profit.
- ii. If no profit is made from their conference, AASG shall waive loan repayments for one attendee.
- iii. The host school shall be responsible for repaying the loan of the second attendee in any and all circumstances.

e. The host school may limit attendance at the conference in accordance with space restrictions at the host school.

f. All applications to host the spring or fall conference must be received 365 days prior to the conference. If no applications are received, then the decision will be on a first-come, first-serve basis.

## **Article V - Organization Structure**

### **A. General Assembly (GA)**

a. The GA shall have the following powers and duties.

- i. Amend these Bylaws in accordance with Article X.
- ii. Ratify or reject proposed amendments to the Constitution and Bylaws with a two-thirds majority vote.
- iii. Elect the officers of the Executive Board.
- iv. Introduce items of business, including action on resolutions.
- v. Act on other items brought forth to the GA.

b. The Executive Board shall have the following powers and duties:

- i. Establish goals for AASG schools.
- ii. Prepare and approve an annual budget.
- iii. Review and accept the annual audit.
- iv. Supervise all AASG elections in accordance with Article VII.
- v. Approve the changing of region affiliation of member schools.
- vi. Act for the GA between its meetings on duties not specifically reserved for the GA.
- vii. Serve as a constitutional board of review, which, when serving in this capacity, may include other members appointed by the President.
- viii. Change the date and/or location of the fall or spring conference.
- ix. Set dates and places for regular meetings of the Executive Board.
- x. Take action necessary to execute these powers and all other powers conferred by the constitution and bylaws or any amendment.
- xi. Develop and implement Executive Board policies governing the ongoing procedure of AASG and its Executive Board.
- xii. As a subcommittee, participate in the selection of the Executive Director in conjunction with the ASAA and AASGA Boards.
- xiii. As a subcommittee, with the Steering Committee, have three members on the disciplinary committee.
- xiv. Provide engaging opportunities for the GA.
- xv. Evaluate the Executive Director at every Summer Business Meeting.

### **B. Executive Board**

- a. The President shall have the following powers and duties:
  - i. Preside over all meetings of the AASG General Assembly and the Executive Board.
  - ii. Serve as spokesperson for AASG to other organizations and in all matters of concern to AASG.
  - iii. Appoint standing and special committees to assist in carrying out policies and directions of the GA.
  - iv. Call meetings of the Executive Board.
  - v. Provide agendas for the GA and Executive Board.
  - vi. Attend the national and regional conferences and meetings that occur during his/her term, with registration and pre-conference fees paid by AASG, as approved by the Executive Board. If the President is unable to attend, an Executive Board member will be appointed in his/her absence.
  - vii. Submit a report at each meeting of the GA.
  
- b. The Vice President shall have the following powers and duties:
  - i. Attend all meetings of the AASG GA and Executive Board.
  - ii. Assume the powers and duties of the President in the event of the President's absence.
  - iii. Resolutions are to be directly sent or given to the author by the AASG Vice President for the author to act upon.
  - iv. Advise member schools on submitting resolutions.
  - v. Work with committees at the request of the President.
  - vi. Submit a report at each meeting of the General Assembly.
  
- c. The Public Relations Officer shall have the following powers and duties:
  - i. Attend all meetings of the AASG GA and Executive Board.
  - ii. Aid the Vice President in sending out Resolutions.
  - iii. Serve as the communications coordinator for member schools.
  - iv. Coordinate service projects with conference schools.
  - v. Coordinate with the Executive Board to produce a newsletter after each meeting, to be posted on the website.
  - vi. Coordinate the awards committee, should one exist.
  - vii. Work with committees at the request of the President.
  - viii. Submit a report at each meeting of the General Assembly.
  
- d. The Region Representatives shall have the following powers and duties:
  - i. Attend all meetings of the AASG GA and Executive Board.
  - ii. Fairly represent all member schools within their region.
  - iii. Ensure effective communication between their region and the Executive Board.
  - iv. Distribute a newsletter via the web site and by mail or e-mail to all schools in their region after each conference and business meeting.
  - v. Send out issues packets received from the SBEED and ASAA Representatives to the member schools within their region.
  - vi. Work with committees at the request of the President.
  - vii. Submit a report at each meeting of the General Assembly.
  
- e. The AASG representatives to the SBEED shall have the following powers and duties:
  - i. Must be enrolled in a public school in Alaska, as dictated by the SBEED.
  - ii. Attend all meetings of the SBEED.
  - iii. Attend all meetings of the AASG GA and the Executive Board.
  - iv. Represent the interests of AASG before the SBEED.



- v. Carry out directions of the AASG GA and Executive Board.
- vi. Provide a student's perspective to the SBEED.
- vii. Provide written reports of each SBEED meeting to the Executive Board.
- viii. Submit a report at each meeting of the GA.
- ix. Provide a typed or written report to be placed on the website.
- x. Work with committees at the request of the President.

f. The AASG representative to the ASAA shall have the following powers and duties:

- i. Attend all meetings of ASAA.
- ii. Attend all meetings of the GA and Executive Board.
- iii. Represent the interests of AASG before ASAA.
- iv. Carry out directions of the AASG GA and the Executive Board.
- v. Provide a student's perspective to ASAA.
- vi. Provide written reports of each ASAA meeting to the Executive Board, to be posted on the website.
- vii. Work with committees at the request of the President.
- viii. Submit a report at each meeting of the GA.

g. The Secretary shall have the following powers and duties:

- i. Attend and take minutes of all meetings, including teleconferences, of the AASG Executive Board.
- ii. Send completed minutes to the Executive Board no more than 14 days after the meeting.
- iii. Complete other correspondence as requested by the President.
- iv. Work with committees at the request of the President.
- v. Submit a report at each meeting of the GA.

h. The Treasurer shall have the following powers and duties:

- i. Attend all meetings of the GA and the Executive Board.
- ii. Present, with the Executive Director, the financial report and budget to the Executive Board and the GA.
- iii. Maintain communication with the Executive Board regarding all financial matters, in coordination with the Executive Director.
- iv. Chair the Budget Committee.
- v. Submit a report at each meeting of the GA.

i. The Parliamentarian shall have the following powers and duties:

- i. Attend all meetings of the GA and the Executive Board.
- ii. Advise the Executive Board on parliamentary procedure.
- iii. Call to the attention of the Executive Board any error in the proceedings that may affect the rights of others or otherwise cause harm.
- iv. Explain procedures prior to any and all elections.
- v. Work with committees at the request of the President.
- vi. Submit a report at each meeting of the GA.

j. The Registrar shall have the following powers and duties:

- i. Submit a proposal to host the conference to the Executive Board.
- ii. Attend all meetings of the Executive Board immediately prior to his/her conference.
- iii. Present a conference plan to the Executive Board and GA at the meeting preceding the conference, to be posted on the AASG website.

- iv. Present a proposed balanced budget to the Executive Board at the business meeting preceding the conference.
- v. Present a financial accounting and summary of the conference to the Executive Board within 30 days of the close of the conference.
- vi. Submit a report at each meeting of the GA.

### C. Steering Committee

- a. The Steering Committee shall have the following powers and duties:
  - i. Be comprised of advisors of all Executive Board members.
  - ii. Coordinate all communication between the advisors and their respective regions.
  - iii. Attend all meetings of the AASG GA and the Executive Board.
  - iv. Assist and support Executive Board members in the fulfillment of the duties and responsibilities of their respective offices, including newsletter contributions.
  - v. Provide continuity to AASG from year to year through providing for and participating in the orientation of incoming Steering Committee members and Region Representatives.
  - vi. Provide their region with information from the state officers and host school.
  - vii. Serve as liaisons to all secondary school principals in their region.
  - viii. Serve as the board of appeals, in coordination with the Executive Director, in all matters brought before the Executive Board.
  - ix. Appoint at least one member to serve on the Budget Committee.
  - x. Work with committees as requested by the President of the Executive Board or President of AASGA.
  - xi. As a subcommittee with the Executive Board, appoint three members to the Disciplinary Committee.

## Article VI - Resolutions

### A. Submission of Resolutions

- a. Resolutions may be submitted prior to an AASG conference, with the exact date and time posted on the AASG website with conference registration information, as determined by the Executive Board.
- b. Resolutions will be ordered by the time they are first received at the AASG Vice President email address.

### B. Tabling Resolutions

- a. Resolutions shall not be tabled to the next conference.
- b. Resolutions that are not brought to the floor during an AASG conference may be resubmitted at the next conference.

## Article VII - Nominations, Elections, and Appointment Policies

A. To be nominated for the office of President, Vice President or Public Relations Officer, or serve as Secretary, Treasurer, Parliamentarian, SBEED Representative, ASAA Representative, or a Region Representative, delegates must:

- a. Submit the formal AASG application for the Executive Board office.

- b. Submit a letter of support from the advisor.
- c. Submit a personal resume.
- d. Delegates applying for the offices of Secretary, Treasurer, Parliamentarian, SBEED Representative, and ASAA Representative, must go through an interview process as determined by the Executive Board.

B. Nominations will take place at the first session of the general business meeting on the second day of the conference.

- a. No campaigning will be allowed until a delegate has been nominated.
- b. Members of the Executive Board will be excluded from campaigning for themselves or others while carrying out official duties.
- c. All campaign material must conform to any host school regulations.
- d. All campaign material must be excluded from the GA and Region Meeting facilities.
- e. No write-ins will be permitted.
- f. No candidate may apply for more than one position.
- g. Violations of these rules, when brought to the attention of the Executive Board, will be corrected and accounted for as possible, and may be announced at the next session of the GA.
- h. All applications submitted to the Executive Board are considered final, as decided by the Election Committee, which shall be chaired by the Parliamentarian barring a conflict of interest.
- i. No position may be shared; each position must be held by an individual.

C. Speeches

- a. Speeches will take place at the second GA meeting of day two.
- b. Each candidate for an elected position will be given the opportunity for a speech of no more than five minutes.
- c. In the case of a run-off vote, those candidates receiving the two largest number of votes in each office, may give a speech of no more than three minutes.

D. Balloting

- a. Elections will take place at the second to the last GA.
- b. Each school will have the opportunity to vote up to ten votes per office. These votes may be split between candidates in any manner found suitable by the member school.
- c. There shall be no proxy voting.
- d. The candidate receiving a majority for each office, with a difference greater than 10 votes, shall be declared the winner.

e. In the case that no candidate receives enough votes:

i. A runoff will be conducted between those candidates receiving the two largest pluralities.

ii. In the event that no candidate receives a majority with greater than 10 votes after the runoff election, the Executive Board will break the tie by voting via secret ballot, with each member of the Executive Board receiving one vote:

1. All Executive Board members wishing to abstain must declare so before the secret ballot vote is taken.

2. If a tie vote occurs on the Executive Board, the President will vote to break the tie.

iii. Steering Committee members who do not have candidates running and the Executive Director will supervise all elections and counting of the ballots.

E. To be eligible to interview for the office of SBEED or ASAA Representative, Parliamentarian, Secretary, or Treasurer, delegates must, in addition:

a. Have a statement from the parent(s) or guardian(s) giving consent and permission to travel alone to meetings if necessary.

F. Finalists for SBEED Representative are required to submit a resume for the second interview.

G. To be eligible for the position of Regional Representative, delegates must:

a. Be enrolled in an AASG member school.

b. Submit the formal application for Executive Board office.

c. Have a letter of support from the advisor.

H. In order to allow for ease in transition, the outgoing Secretary will be responsible for the completion of the minutes of the Spring Conference, and both the outgoing and incoming Secretaries will participate in the first teleconference after the Spring Conference.

I. The interview committee shall review the applicants and give a summary to the Executive Board, who will then vote on each candidate anonymously.

## **Article VIII - Changing Regions**

A. To change Regions for AASG purposes only, a school must complete the following steps:

a. Submit a formal letter to the Executive Board requesting transfer of Regions, including reasons for requesting the change, and explaining why the change would be beneficial to the school.

b. Submit a letter to the Executive Board from advisor and school principal stating that they support and agree with changing the region.

B. The school requesting the change shall be notified of the Executive Board decision before the next AASG conference.

## **Article IX - Disciplinary Policy**

### **A. Executive Board Disciplinary Policy**

- a. In the case of an alleged violation of the AASG Constitution and Bylaws or ASAA policies, or alleged inappropriate behavior by an Executive Board member, a written report or complaint shall be filed with the President within 10 days of the infraction. The President, with assistance of the Executive Director, shall conduct a reasonable investigation and make a decision for appropriate disciplinary action, if action is warranted, within 10 days of receipt of the written report or complaint.
- b. If the alleged violator does not agree with the decision of the President, they have ten days to request, in writing, a hearing with the Disciplinary Committee. The Disciplinary Committee shall be composed of 3 Executive Board members and 3 Steering Committee members. Within 10 days, the Disciplinary Committee will hold a hearing, following due parliamentary procedure, either in person or by audio conference. The Disciplinary Committee will make a decision for appropriate disciplinary action, if any is warranted, within five days of the hearing.
- c. The decision of the Disciplinary Committee shall be considered final.
- d. If the complaint is against the President, the complaint shall start with the Disciplinary Committee and the hearing shall be conducted by the Vice President.
- e. Disciplinary action may include reprimand, censure, suspension, expulsion, or other action as deemed appropriate.

### **B. Steering Committee Disciplinary Policy**

- a. If a written complaint is presented to the Executive Director concerning a member of the Steering Committee, one or more of the following actions may take place:
  - i. The Executive Director may discuss the complaint with the Steering Committee member and, after a reasonable investigation, work towards a resolution.
  - ii. The Executive Director and remaining Steering Committee members may discuss the complaint and, after a reasonable investigation, work towards a resolution.
  - iii. The Executive Director may discuss the complaint with the Steering Committee member's building administrator and, after a reasonable investigation, work towards a resolution.

## **Article X - Relationship of the Bylaws to the Constitution**

- A. The Bylaws shall be considered a subsidiary document to the AASG Constitution.
- B. In case the Bylaws conflict with the Constitution, the Constitution shall be the effective policy. In such cases, the Parliamentarian and Executive Director shall remedy the conflict at the next meeting of the Executive Board.

## **Article XI - Amendments and Ratification**

- A. Amendments to these Bylaws may be made at Business Meetings by a two-thirds majority vote of the Executive Board and will take effect immediately.

B. An updated copy of these Bylaws shall be placed on the AASG website.

C. Amendments to these Bylaws must be ratified by a two-thirds majority vote of the GA at the conference immediately following.