



# **BYLAWS OF THE ALASKA ASSOCIATION OF STUDENT GOVERNMENTS**

**(Approved by the AASG Executive Board October 2009)**

## **ARTICLE I - PARENT ORGANIZATION-ALASKA SCHOOL ACTIVITIES ASSOCIATION**

A. Alaska School Activities Association shall have the following powers and duties:

1. In conjunction with Alaska Association of Student Governments Advisors (AASGA) and the Alaska Association of Student Governments (AASG) Executive Board, ASAA will appoint the AASG Executive Director.
2. Conduct an annual audit.
3. Give assistance, leadership, and counsel to AASG.

## **ARTICLE II - MEMBER SCHOOL ADVISOR/SPONSOR**

- A. Advisors will be responsible for students who attend all AASG sponsored activities.
- B. The advisor will be required to attend all advisor and regional meetings.
- C. The advisor will pre-register his/her school with all necessary conference information (Number of students attending, housing needed, and travel arrangements); and insure payment to the host school for all students and advisors at each conference.
- D. A member school is a school that has a student council and has paid its annual dues.

## **ARTICLE III - AASG EXECUTIVE DIRECTOR**

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

1. Work as an independent contractor
2. Actively participate in the planning and organization of all AASG Activities, including but not limited to:
  - a. Fall & Spring Conferences
  - b. All Executive Board Meetings
  - c. National Association of Student Council Conferences (NASC)
3. Attend all Executive Board Meetings, Fall and Spring Conferences, NASC Conference, Leadership Training Camps or meetings, and all audio conferences.
4. Attend NASSCED meetings with approval of Executive Board.
5. Give assistance, leadership, and counsel to the Executive Board, including working with the president to set the agendas.
6. Work with AASG officers to develop and support their program of work.
7. Work with the steering committee members.
8. Work with the AASGA Board of Directors to provide advisor training and support.
9. Establish dates with and support host schools in conference planning
10. Serve as a liaison to ASAA, NASC, and NASSCED
11. Work with the AASG Student Representative to ASAA to prepare and give quarterly reports and an annual report to the ASAA Board of Directors and all member schools
12. Procure and administer grants and other funding sources
13. Maintain AASG permanent records

14. Work with ASAA bookkeeper and auditor in supervising the collection and expenditure of AASG funds
15. Conduct public relations efforts to promote AASG, including arranging for ASAA newsletter articles and updating the AASG web site.
16. In conjunction with the Secretary/Treasurer and Finance Committee prepare the annual operating budget.
17. Submit a quarterly finance report to the Executive Board.
18. Maintain AASG membership records and support renewal efforts
19. Provide assistance to advisors.

#### **ARTICLE IV - HOST SCHOOL FOR FALL AND SPRING CONFERENCES**

##### **A. Qualifications**

1. Have an active student government and advisor willing to plan a conference.
2. Provide a student and advisor liaison to the AASG Executive Board for the business meeting prior to the conference.
3. Make appropriate housing available for delegates at the conference.
4. Coordinate Business Meeting needs with President and Executive Director

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

1. The host school agrees to follow the AASG Conference Financial Guidelines.
2. The host school will submit a proposed balanced budget to the AASG Executive Director before committing any expenses.
3. Complete conference accounting with the ASAA accountant and AASG executive director within 30 days of completion of the conference.
4. AASG will loan host school the money for 2 delegates (one advisor and one student) to attend the NASC conference prior to the AASG conference, if funds are available, as determined by Executive Board and Executive Director.
  - a. Host schools will repay this loan from their conference profit.
  - b. If no profit is made from their conference, AASG will waive loan payments for one attendee.
  - c. The host school will be responsible for repaying the loan for the second attendee, in all circumstances.
5. The host school may limit attendance at the conference in accordance with space restrictions of the host school.
6. All applications to host Spring or Fall Conference must be received at least 365 days before the conference to be set by the Executive Board. If no applications are received within the deadline, then the decision will be on a first come, first served basis.

#### **ARTICLE V - ORGANIZATION STRUCTURE**

##### **A. GENERAL ASSEMBLY (GA)**

1. Each member school's student government shall designate one student to serve as that school's correspondent. The correspondent shall have the following duties:
  - a. Announce his/her school's vote at GA meetings.
  - b. Deliver his/her school's correspondent's report in writing to their regional meetings.
  - c. Serve as a direct line of communication between regional representatives and his /her school.
2. The GA shall have the following powers and duties:
  - a. Amend these Bylaws in accordance with Article X.
  - b. To ratify or reject bylaws changes by majority vote.
  - c. Elect the officers of the Executive Board.

- d. Introduce items of business, including action on resolutions.
  - e. Act on other items brought forth to the GA.
3. The Executive Board shall have the following powers and duties:
- a. Establish goals for AASG schools.
  - b. Prepare and approve an annual budget.
  - c. Review and accept the annual audit.
  - d. Supervise all AASG elections in accordance with Article VI.
  - e. Approve the changing of region affiliation of member schools.
  - f. Act for the GA between its meetings on duties not specifically reserved for the GA.
  - g. Serve as a constitutional board of review, and, when serving in this capacity, may include other members appointed by the President.
  - h. Change the date or location of Fall or Spring Conference.
  - i. Set dates and places for regular meetings of the Executive Board.
  - j. Take action necessary to execute these powers and all other powers conferred by the constitution and bylaws or any amendment.
  - k. Develop and implement Executive Board policies governing the ongoing procedures of AASG and its Executive Board.
  - l. As a subcommittee, participate in the selection of the Executive Director in conjunction with the AASGA and ASAA Boards.
  - m. As a subcommittee with the Steering Committee, have 3 members on the Disciplinary Committee.
  - n. Provide engaging opportunities for the General Assembly.

## B. EXECUTIVE BOARD

1. The President shall have the following powers and duties:
- a. Preside over all meetings of the AASG General Assembly and the Executive Board.
  - b. Serve as spokesperson for AASG to other organizations and in all matters of concern to AASG.
  - c. Appoint standing and special committees to assist in carrying out policies and directions of the GA.
  - d. Call meetings of the Executive Board.
  - e. Provide agendas for the GA and Executive Board.
  - f. Attend the NASC Conference that occurs during his/her term, with registration and pre-conference fees paid by AASG. If the president cannot attend NASC then a replacement would be a member of the Executive Board in due order of officers.
  - g. Submit a report at each meeting of the General Assembly.
2. The Vice-President shall have the following powers and duties:
- a. Attend all meetings of the AASG General Assembly and the Executive Board.
  - b. Assume the powers and duties of the President in the event the President vacates the chair or is absent.
  - c. Maintain an indexed record of all resolutions.
  - d. Advise member schools about submitting resolutions, including which word-processing programs to use.
  - e. Send out action for all resolutions to their appropriate destinations within requested time.
  - f. Work with committees at request of the President.
  - g. Submit a report at each meeting of the General Assembly.
3. The Public Relations Officer shall have the following powers and duties:
- a. Attend all meetings of the GA and the Executive Board.

- b. Aid the Vice-President in sending out resolutions
  - c. Coordinate democracy projects.
  - d. Serve as the communications coordinator for member schools.
  - e. Coordinate service projects with conference hosts.
  - f. Coordinate with the Executive Board to produce a newsletter after each meeting, to be posted on the website.
  - g. Work with committees as requested by the President.
  - h. Submit a report at each meeting of the General Assembly.
4. The Region Representatives shall have the following powers and duties:
- a. Attend all meetings of the General Assembly and the Executive Board.
  - b. Represent all member schools within the region before the Executive Board fairly..
  - c. Insure effective communication between his/her region and the Executive Board.
  - d. Distribute a newsletter via the web site and by mail or e-mail to all schools in his/her region after each conference and business meeting.
  - e. Send out Issues Packet received from the SBEED and ASAA Representatives to all member schools within their jurisdiction.
  - f. Work with committees as requested by the President.
  - g. Submit a report at each meeting of the General Assembly.
5. The AASG Representatives to the SBEED shall have the following powers and duties:
- a. Must be enrolled in public school in Alaska, as stated in regulations of SBEED.
  - b. Attend all meetings of the SBEED.
  - c. Attend all meetings of the AASG General Assembly and the Executive Board.
  - d. Represent the interests of AASG before the SBEED.
  - e. Carry out directions of the AASG General Assembly and Executive Board.
  - f. Provide a student's perspective to the SBEED.
  - g. Provide written reports of each SBEED meeting to the Executive Board.
  - h. Submit a report at each meeting of the General Assembly.
  - i. Provide a typed or written report to be placed on the website.
6. The AASG Representative to the Alaska School Activities Association (ASAA) shall have the following powers and duties:
- a. Attend all meetings of ASAA.
  - b. Attend all meetings of the GA and Executive Board.
  - c. Represent the interests of AASG before ASAA.
  - d. Carry out directions of the AASG General Assembly and the Executive Board.
  - e. Provide a student's perspective to ASAA.
  - f. Provide written reports of each ASAA meeting to the Executive Board, to be posted on the web site.
  - g. Submit a report at each meeting of the General Assembly.
7. The Secretary/Treasurer shall have the following powers and duties:
- a. Attend and take minutes of all meetings and teleconferences of the GA and Executive Board.
  - b. Send completed minutes to the Executive Board no more than 14 days after the meeting.
  - c. Complete other correspondence as requested by the President.
  - d. Present, with the Executive Director, the financial report and budget to Executive Board and the GA.
  - e. Maintain communication with the Executive Board regarding all financial matters, in coordination with the Executive Director
  - f. Serve on the Finance Committee.
  - g. Submit a report at each meeting of the General Assembly.
8. The Parliamentarian shall have the following powers and duties:

- a. Attend all meetings of the GA and the Executive Board.
  - b. Advise the Executive Board on parliamentary process.
  - c. Call to the attention of the Executive Board any error in the proceedings that may affect the rights of any member or may otherwise do harm.
  - d. Submit a report at each meeting of the General Assembly.
  - e. Explain election procedures at the first General Assembly.
9. The Registrar shall have the following powers and duties:
- a. Submit a proposal to host the conference to the Executive Board no less than one year before the conference.
  - b. Attend all meetings of the AASG Executive Board immediately prior to his/her conference.
  - c. Present a conference plan to the Executive Board and GA at the meeting preceding the conference, to be posted on AASG's web site.
  - d. Present a proposed balanced budget to the Executive Board at the business meeting preceding the conference.
  - e. Present a financial accounting and summary of the conference to the Executive Board within 30 days after the conference.
  - f. Submit a report at each meeting of the General Assembly.

#### C. STEERING COMMITTEE

1. The Steering Committee shall have the following powers and duties:
- a. Be comprised of advisors of all Executive Board members.
  - b. Coordinate all communication between the advisors in their region.
  - c. Attend all meetings of the AASG General Assembly and the Executive Board.
  - d. Assist and support Executive Board members in the fulfillment of the duties and responsibilities of their office, including newsletter contributions.
  - e. Provide continuity to AASG from year to year through providing for and participating in the orientation of incoming Steering Committee members and Region Representatives.
  - f. Provide their region with information from the state officers and host school.
  - g. Serve as liaison to all secondary school principals in their region.
  - h. Serve as the board of appeals, in coordination with the Executive Director, in all matters brought before the Executive Board.
  - i. Appoint at least one member to serve on the finance committee.
  - j. Work with committees as requested by the President of the Executive Board or President of AASGA.
  - k. As a subcommittee with the Executive Board, have 3 members on the Disciplinary Committee.

### ARTICLE VI - RESOLUTIONS

#### A. SUBMISSION OF RESOLUTIONS

- 1. Resolutions may be submitted ~~up to one month~~ prior to an AASG conference, with the exact date and time posted on the AASG website with Conference Registration information, as decided by the Executive Board.
- 2. Resolutions will be ordered by the time they are first received at the AASG Vice President email address.
- 3. The Vice-President will provide a Resolution Packet to Region Representatives two weeks before the conference.

#### B. TABLING RESOLUTIONS

- 1. Resolutions will not be tabled to the next conference.
- 2. Resolutions that are not brought back 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 and Parliamentarian, the delegates must:
1. Submit the formal AASG application for the Executive Board Office.
  2. Submit a letter of support from the advisor.
  3. Submit a personal statement of interest.
  4. Submit a statement no longer than one page of information to be sent out as submitted with the absentee ballots, if running for President, Vice President, or Public Relations Officer.
  5. Be enrolled in an AASG member school.
  6. 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 Fall Conference.
1. No campaigning will be allowed until a delegate has been nominated.
  2. Members of the Executive Board will be excluded from campaigning for themselves or others when they are carrying out their official duties.
  3. All campaign material must conform to any host school regulations. All campaign material will be excluded from the second to last session of the GA meeting.
  4. No write-ins will be allowed.
  5. No candidate may apply for more than one position.
  6. Violations of these rules, when brought to the attention of the Executive Board, will be corrected whenever possible, and may be announced at the next session of the GA.
  7. All applications submitted to the Executive Board are considered final, as decided by the Election Committee.
  8. No position may be shared; each position may be held by one person.
- C. Speeches
1. Speeches will take place at the second GA meeting of day two.
  2. Each candidate will be given the opportunity for a speech of no more than five minutes.
  3. 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
1. Elections will take place at the second to the last GA.
  2. Each school correspondent from a dues paying 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.
  3. There will be no proxy voting.
  4. The candidate receiving a majority for each office, with a difference greater than 10 votes, will be declared the winner.
  5. In the case that no candidate receives enough votes:
    - a. A run-off will be conducted between those students receiving the two largest pluralities.
    - b. In the event that no candidate receives a majority with greater than 10 votes after the run-off election, the Executive Board will break the tie by voting by secret ballot, with each member of the Executive Board receiving one vote
    - c. All Executive Board members wishing to abstain must declare so before the secret ballot vote is taken.
    - d. If a tie vote occurs in the Executive Board, the President will vote to break the tie.
  6. Steering Committee members who do not have candidates running and the Executive

Director will supervise all elections.

E. Absentee Balloting

1. All AASG member schools with dues paid ten days before the start of the Fall Conference that have not already registered for the Conference will be faxed an application of “intent to vote by absentee” on that date.
2. The Executive Board will establish procedures for absentee balloting, to be posted on the website 60 days before the conference.
3. Absentee balloting will not be available if there is a run-off.

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

1. Submit the formal AASG application for Executive Board office.
2. Have a letter of support from the advisor.
3. Make a personal statement of interest, including qualifications and demonstration of past leadership
4. Have a statement from the parent(s) or guardian(s) giving consent and permission to travel alone to meetings if necessary.
5. For SBEED office, be enrolled in a public high school, as required in SBEED regulations.
6. Finalists for SBEED are required to submit a resume for the second interview.

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

1. Be enrolled in an AASG member school.
2. Submit the formal application for Executive Board office.
3. Have a letter of support from the advisor.
4. Make a written personal statement of interest, including qualifications and demonstration of past leadership
5. Elections for Region Representative schools will be held at Spring AASG Conference in even numbered years for Regions 2, 4, and 6 and in odd numbered years for Regions 1, 3, 5, and 7.
6. The school that becomes the regional representative school will then choose a student to fill the position of Region Representative. If a vacancy occurs during the year, it will be filled by interim appointment by the advisor, and elected at the Spring Conference.

H. In order to allow for ease in transition, the outgoing secretary/treasurer will be responsible for the completion of the minutes of the Fall Conference, and both the outgoing and incoming secretaries/treasurers will participate in the first teleconference after the Fall Conference.

## **ARTICLE VIII - CHANGING REGIONS**

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

1. Submit a formal letter to the Executive Board requesting transfer of Regions. Include reasons for requesting the change, and explain why the change would be beneficial to your school.
2. Submit a letter to the Executive Board from advisor and school principal stating that they support and agree with changing the Region.
3. The school requesting the change will be notified of the Executive Board decision before the next AASG conference

## **ARTICLE IX- DISCIPLINE POLICY**

#### A. Executive Board Discipline Policy

1. 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/complaint shall be filed with the President within 10 days. 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/complaint.
2. If the alleged violator does not agree with the decision of the President, he/she has ten days to request, in writing, a hearing with the Discipline Committee. The Discipline Committee is composed of 3 Executive Board members and 3 Steering Committee members. Within 10 days the Discipline Committee will hold a hearing, following Robert's Rules of Order, either in person or by audio conference. The Discipline Committee will make a decision for appropriate disciplinary action, if any is warranted, within five days of the hearing.
3. The decision of the Discipline Committee will be considered final.
4. If the complaint is against the President, the complaint will start with the Discipline Committee and the hearing will be conducted by the Vice-President.
5. Disciplinary action may include reprimand, censure, suspension, or expulsion, or other action deemed appropriate.

#### B. Steering Committee Discipline Policy

1. 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:
  - a. The Executive Director may discuss the complaint with the Steering Committee member and, after a reasonable investigation, work towards a resolution.
  - b. The Executive Director and remaining Steering Committee members may discuss the complaint and, after a reasonable investigation, work towards a resolution.
  - c. The Executive Director may discuss the complaint with the Steering Committee members' building administrator and, after a reasonable investigation, work towards a resolution.

### **ARTICLE X - RELATIONSHIP TO AASG CONSTITUTION**

A. The Bylaws shall be part of the AASG Constitution.

B. In case the Bylaws conflict with the Constitution, the Constitution shall be the effective policy. In such cases, the Executive Board 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 2/3 majority vote of the Executive Board and will take effect immediately.

B. An updated copy of these bylaws will be placed on the website and all member schools will be notified of access.

C. Changes to these bylaws must be ratified by a majority vote of the GA at the Conference.