

# **BYLAWS FOR THE NEBRASKA ASSOCIATION OF STUDENT COUNCILS, INC.**

*Revised 2005*

## **ARTICLE I – Name**

The name of this organization will be the Nebraska Association of Student Councils (NASC).

## **ARTICLE II – Purpose**

The purpose of this organization will be:

- A. To encourage the formation, development, and expansion of high school and middle school student councils in Nebraska.
- B. To facilitate the exchange of ideas and experiences among the members of NASC.
- C. To facilitate the exchange of ideas and experiences between the members of NASC and the members of the National Association of Student Councils.
- D. To provide training and development of leadership skills and abilities for high school and middle school student council members.

## **ARTICLE III – Corporate Status and Affiliation**

- A. NASC is sanctioned by the Nebraska State Association of Secondary School Principals (NSASSP).
- B. NASC is a private, non-profit corporation under the laws of the State of Nebraska (date of incorporation: June 23, 1989). The principal office of the corporation in the State of Nebraska will be located in the office of the Nebraska Council of School Administrators. The corporation may have other offices, either within or without the State of Incorporation, as the Board of Directors may designate, or as the business of the corporation may from time to time require.
- C. The United States Internal Revenue Service has designated NASC, Inc. as a non-profit corporation, exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (Employer ID # 47-0724802).

## **ARTICLE IV – Membership**

- A. Membership in NASC is open to any public, private, or parochial junior high, middle, or high school in Nebraska.
- B. Students enrolled in grades 9-12 at an NASC member school are qualified to serve as their school's Voting Delegate at the State Convention Voting Session and are eligible to serve on the Board of Directors.
- C. Each member school is entitled to be represented at the State Convention by two official student Voting Delegates, each entitled to one vote at the State Convention Voting Session. Member schools may send additional students and advisors who may participate in activities and discussions, but who may not vote at the State Convention Voting Session.
- D. Member schools may send delegates to all other association-sponsored events.
- E. At the discretion of the Board of Directors, other non-school student-oriented organizations may join NASC as associate members. Associate member organizations may send delegates to the annual meeting, but those delegates may not vote or hold district or state offices. Associate members may also send delegates to other association-sponsored events.

## **ARTICLE V – Districts**

- A. The state will be divided into districts, according to county. The districts will be:
  1. District 1: Arthur, Banner, Box Butte, Cherry, Cheyenne, Dawes, Deuel, Garden, Grant, Keith, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux counties
  2. District 2: Blaine, Chase, Custer, Dawson, Dundy, Frontier, Furnas, Gosper, Harlan, Hayes, Hitchcock, Hooker, Lincoln, Logan, Loup, McPherson, Perkins, Phelps, Red Willow, and Thomas counties
  3. District 3: Adams, Buffalo, Franklin, Garfield, Greeley, Hall, Howard, Kearney, Sherman, Valley, Webster, and Wheeler counties

4. District 4: Antelope, Boyd, Brown, Cedar, Cuming, Dakota, Dixon, Holt, Keya Paha, Knox, Madison, Pierce, Rock, Stanton, Thurston, and Wayne counties
  5. District 5: Boone, Burt, Butler, Colfax, Dodge, Merrick, Nance, Platte, Polk, Saunders, and Washington counties
  6. District 6: Cass, Hamilton, Lancaster, Seward, and York counties
  7. District 7: Clay, Gage, Fillmore, Jefferson, Johnson, Nemaha, Nuckolls, Otoe, Pawnee, Richardson, Saline, and Thayer counties
  8. District 8: Douglas and Sarpy counties
- B. Schools within five miles of a district boundary have the option of acquiring membership in either district. A written request opting to move to a different district must be submitted to the Board of Directors for approval.
  - C. Districts are encouraged to hold at least one convention/meeting per year for the member schools as well as other activities, including workshops, charity campaigns, projects, etc.
  - D. Each district will select a District President and a District Advisor, each from a member school within the district. Each district will determine the selection procedure to be used. New District Presidents and Advisors will be elected at or by the State Convention and will assume office from January 1 to December 31.
  - E. Each district will provide a written report of district activities, including a financial report, at every Board of Directors meeting. Each district report will become part of the Board of Directors meeting minutes.

## **ARTICLE VI – Board of Directors**

- A. The business and affairs of the corporation will be managed by its Board of Directors. The directors will in all cases act as a board, and they may adopt such rules and regulations for the conduct of their meetings and the management of the corporation as they may deem proper, not inconsistent with these bylaws and the laws of this state.
- B. Voting members of the Board of Directors, and their responsibilities, are:
  1. State President
    - a. Preside at all meetings of NASC and the Board of Directors
    - b. Represent NASC as needed at public occasions and functions
    - c. Act as NASC’s official representative at the annual convention of the National Association of Student Councils
    - d. Select and promote a state charity
    - e. Work with the Executive Director to plan the annual Learn Everything About Running NASC (LEARN) retreat
    - f. Serve as an ex officio member of all committees of the Board of Directors
    - g. Will vote only in the case of a tie
  2. Vice President
    - a. Perform the duties of the President in the President’s absence
    - b. Select and promote a state service project
    - c. Act as a Sergeant at Arms at Board of Directors meetings
  3. Secretary
    - a. Keep minutes and record votes at the State Convention Voting Session
    - b. Record, publish, and submit complete and correct minutes of all Board of Directors meetings to the Executive Director seven days after the Board of Directors meetings
    - c. Serve as liaison between Board and Webmaster
    - d. Gather information for website and submit on a regular basis to the Webmaster
  4. District Presidents
    - a. Represent the member schools of his/her district on the Board of Directors
    - b. Represent the Board of Directors at district events
    - c. Provide a written report of district activities at each Board of Directors meeting
    - d. Serve on committees and perform duties as directed by the President or the Board of Directors
    - e. Perform other duties as specified by his/her district

- f. In cases where he/she must be absent from Board of Directors meetings, must find a replacement who will attend meeting and will maintain voting rights
  - g. Coordinate, facilitate, and/or delegate an activity or event for high school, junior high and middle school students from member schools in district
5. District Advisors
    - a. Represent the member schools of his/her district on the Board of Directors
    - b. Represent the Board of Directors at district events
    - c. Assist with the written report of district activities to be presented at each Board of Directors meeting
    - d. Serve on committees and perform duties as directed by the President or the Board of Directors
    - e. Perform other duties as specified by his/her district
  6. Host School Representative
    - a. Represent the State Convention host school on the Board of Directors
    - b. Coordinate the planning and conducting of the State Convention, as directed by the Board of Directors and these bylaws
    - c. Maintain detailed records and submit a final report, including a financial report
  7. Host School Advisor
    - a. Represent the State Convention host school on the Board of Directors
    - b. Coordinate the planning and conducting of the State Convention, as directed by the Board of Directors and these bylaws
    - c. Maintain detailed records and submit a final report, including a financial report
    - d. Submit a State Convention budget to the Membership and Financial Coordinator

C. Non-voting members of the Board of Directors, and their primary responsibilities, are:

1. Executive Director
  - a. Coordinate and promote membership in NASC
  - b. Represent NASC at state, regional, and national meetings as directed by the Board of Directors
  - c. Publicize NASC through media sources
  - d. Coordinate ongoing training and orientation for all members of the Board of Directors
  - e. Coordinate NASC awards and recognition programs
  - f. Maintain regular communication with all NASC member schools as editor of the NASC newsletter
  - g. Maintain resource list of leadership materials
  - h. Perform other related duties as designated by the Board of Directors
  - i. Submit NASC budget to the Membership and Financial Coordinator
  - j. Coordinate the LEARN retreat in conjunction with the State President
2. Membership and Financial Coordinator
  - a. Maintain NASC finances as specified in these bylaws and the Articles of Incorporation
  - b. Keep all membership records of NASC and maintain financial history
  - c. Maintain budgets of all NASC activities
  - d. Provide a complete final financial report to the Board of Directors and all member schools at the completion of the fiscal year
  - e. Provide current financial report at each Board of Directors meeting
  - f. Maintain tax records and file annual tax returns
3. Assistant Executive Director
  - a. Assist with the promotion and coordination of district activities
  - b. Serve as a liaison between the Board of Directors and the host school in the planning of State Convention

- c. Coordinate ongoing training and support for advisors of member schools
- d. Perform other related duties as designated by the Board of Directors
- 4. Assistant Executive Director – Volunteer Staff
  - a. Represent the Volunteer Staff at Board of Directors meetings
  - b. Represent the Board of Directors to the Volunteer Staff
  - c. Submit a Volunteer Staff budget to the Membership and Financial Coordinator
  - d. Submit a final report of Workshop at the September Board of Directors meeting
  - e. Perform other related duties as designated by the Board of Directors
- 5. Principals Representative
  - a. Represent the NSASSP on the NASC Board of Directors
  - b. Represent the NASC Board of Directors at NSASSP meetings
  - c. Serve on committees as directed by the Board of Directors
  - d. Perform other related duties as designated by the Board of Directors

**ARTICLE VII – Meetings**

- A. The Board of Directors will meet a minimum of four times a year: January, April, September, and during State Convention. The Executive Director and State President may decide to hold another meeting in July. The Board of Directors may provide by resolution the time and place for holding additional regular meetings.
- B. State Convention will serve as the annual meeting among all member schools and will be held during the fall semester.
- C. Special meetings of the Board of Directors may be called by the State President or the Executive Director.
- D. Written notice of all meetings of the Board of Directors will be provided to Board members no less than ten days prior to the meeting. This notice will include detailed agenda items.
- E. A majority of Board members at meetings constitutes a quorum for the transaction of business.
- F. A majority consensus of the members of the Board of Directors at a meeting at which a quorum is present will be the act of the Board of Directors.
- G. The Learn Everything About Running NASC (LEARN) retreat will be considered a Board of Directors meeting, and all members of the Board of Directors, with the exception of the Host School Representative and Advisor, are to be present. The LEARN retreat will be held in the month of January.

**ARTICLE VIII – Selection and Terms of Officers**

A. State President

- 1. Candidates for State President must be underclassmen at an NASC member school and must have attended NASC Summer Leadership Workshop.
- 2. Applications for State President must be submitted in writing to the Executive Director by October 1. If no applications are received, nominations may be made by the Board.
- 3. The candidates must have their state charities of choice approved by the Board of Directors before their election.
- 4. The State President will be elected at the State Convention Voting Session by a plurality ballot vote. The State President serves a one-year term, starting January 1 and ending December 31.

B. District President

- 1. Candidates for District President must be underclassmen at an NASC member school within the given district.
- 2. Each District will determine the selection process for its District President.
- 3. District Presidents serve on the Board of Directors for a one-year term, starting January 1 and ending December 31.
- 4. In the event of a vacancy, the District Advisor will appoint a replacement to finish the unexpired term.

C. District Advisor

- 1. Candidates for District Advisors must be certified teachers and/or administrators from an NASC member school within the given district.

2. Each District will determine the selection process for its District Advisor.
3. District Advisors serve on the Board of Directors for a two-year term, starting January 1 and ending December 31.
4. In the event of a vacancy, the Executive Director and/or the Assistant Executive Director will appoint a replacement to finish the unexpired term.

D. State Vice President

1. Candidates for State Vice President must be underclassmen at an NASC member school and must have attended NASC Summer Leadership Workshop.
2. Applications for State Vice President must be submitted in writing to the Executive Director by October 1. If no applications are received, nominations may be made by the Board.
3. The candidates must have their state service projects of choice approved by the Board of Directors before their election.
4. The State Vice President will be elected at the State Convention Voting Session by a plurality ballot vote. The State Vice President serves a one-year term, starting January 1 and ending December 31.

E. State Secretary

1. Candidates for State Secretary must be underclassmen at an NASC member school.
2. Applications for State Secretary must be submitted in writing to the Executive Director by October 1. If no applications are received, the Board of Directors will appoint someone to fill this position.
3. Candidates for State Secretary are required to take minutes at a Board meeting prior to selection.
4. The State Secretary will be selected by the Board of Directors at State Convention. The State Secretary serves a one-year term, starting January 1 and ending December 31.

F. Host School Representative and Advisor

1. The Host School Representative and Advisor must be an underclassman and an advisor, respectively, at the host school of the next NASC State Convention.
2. The selection process for the Host School Representative will be determined by the host school's student council.
3. The Host School Representative and Advisor will assume office at the next Board of Directors meeting following the previous year's State Convention. Vacancies in either of these positions will be filled by the host school in whatever manner it chooses.

G. Executive Director

1. The Executive Director must be a certified teacher and/or administrator from an NASC member school.
2. Candidates for Executive Director must submit a written application to the Board. In addition, candidates must submit a resume highlighting their NASC and other leadership experience.
3. Potential Executive Directors will be interviewed by the Board of Directors at State Convention.
4. The Board of Directors will nominate one Executive Director to be approved by NSASSP for a three-year term, beginning January 1 and ending December 31.
5. In the event of a vacancy, the Board of Directors will nominate and the NSASSP will approve a new Executive Director to finish the unexpired term.

H. Membership and Financial Coordinator

1. The Membership and Financial Coordinator must be a certified teacher and/or administrator, or the NASC Executive Director. It is also recommended that he or she have a business or accounting degree or have two years of bookkeeping or accounting experience.
2. Candidates for Membership and Financial Coordinator must submit a written application to the Board. In addition, candidates must submit a resume highlighting their NASC and other leadership experience.

3. The Membership and Financial Coordinator will be appointed by the Board of Directors for a three-year term, beginning January 1 and ending December 31.
4. In the event of a vacancy, the Board of Directors will select a replacement to finish the unexpired term.

I. Assistant Executive Director

1. The Assistant Executive Director must be a certified teacher and/or administrator from an NASC member school.
2. Candidates for Assistant Executive Director must submit a written application to the Board. In addition, candidates must submit a resume highlighting their NASC and other leadership experience.
3. The Assistant Executive Director will be appointed by the Board of Directors for a three-year term, beginning January 1 and ending December 31.
4. In the event of a vacancy, the Board of Directors will select a replacement to finish the unexpired term.

J. Assistant Executive Director – Volunteer Staff

1. The Assistant Executive Director – Volunteer Staff will be selected by the Volunteer Staff and approved by the Board of Directors.

K. Principals Representative

1. The Principals Representative will be appointed by NSASSP for a two-year term, beginning January 1 and ending December 31.
2. In the event of a vacancy, NSASSP will appoint a principal to finish the unexpired term.

L. Members of the Board of Directors

1. Members of the Board of Directors may be elected or appointed to more than one term in office, unless otherwise precluded by the office’s qualifications. Members must reapply at the end of each term.
2. A member of the Board of Directors may resign at any time by giving written notice to the Board. Unless otherwise specified in the notice, the resignation will take effect immediately upon receipt, and acceptance of the resignation will not be necessary to make it effective.
3. Any or all of the Board of Director members may be removed for cause by majority vote of the State Convention Voting Delegates, or by a two-thirds vote of the Board of Directors. Board members may be removed without cause only by majority vote of the State Convention Voting Delegates.
4. Members of the Board of Directors must be legal residents of the State of Nebraska or be employed by a Nebraska school district, with the exception of the Assistant Executive Director – Volunteer Staff.

**ARTICLE IX – Committees**

- A. The Board of Directors may designate committees from among its members, each consisting of at least three Board members.
- B. Ad-hocs and non-standing committees may be made at the discretion of the State President or Executive Director. Examples may include: Board relations, public relations, state service project, bylaws review, membership recruitment, and state charity.

**ARTICLE X – Volunteer Staff**

- A. The NASC Volunteer Staff will be a year-round group of volunteers that supports the work of NASC by providing various services, including, but not limited to, planning and conducting the NASC Summer Leadership Workshops, conducting One-Day Workshops for member schools, assisting with State and District conventions as requested, publishing the NASC Leadership Guide, and updating the NASC State Web Site.
- B. The Volunteer Staff will be responsible for recruiting, selecting, and training its own volunteers throughout the year, within the guidelines of these bylaws and the Articles of Incorporation.
- C. The Volunteer Staff will select the Assistant Executive Director – Volunteer Staff. This person must be approved by the Board of Directors as specified in these bylaws.

## **ARTICLE XI – Finances**

- A. The fiscal year of NASC will be from January 1 to December 31.
- B. Each member school or associate member organization will pay an annual membership fee as determined by the Board of Directors. Membership fees will be used to pay all routine administrative expenses of NASC.
- C. The host school of the State Convention must submit a proposed budget for approval by the Board of Directors at the September Board of Directors meeting. The host school is responsible for maintaining accurate financial records and providing a final report at the next Board of Directors meeting. The host school and NASC will share equally in the Convention's net profit or loss (except as precluded in the NASC Articles of Incorporation).
- D. The Executive Director and Assistant Executive Director – Volunteer Staff must submit a proposed budget to the Membership and Financial Coordinator no later than two weeks prior to state convention.
- E. The Membership and Financial Coordinator will submit a proposed budget to the Board of Directors for approval at the Board of Directors meeting during State Convention.
- F. The Membership and Financial Coordinator will make available a complete financial report to all member schools and to the NSASSP at the conclusion of each fiscal year and will provide a current financial report at each Board of Directors meeting.
- G. All NASC budgets for each fiscal year must be approved by the Board of Directors.
- H. The Board of Directors may give general or specific authority to any officer(s) or agent(s) of NASC to enter into contracts on behalf of NASC.
- I. No loans will be contracted on behalf of NASC and no evidence of indebtedness will be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.
- J. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation will be signed by the Membership and Financial Coordinator. The Membership and Financial Coordinator may give authorization to the Executive Director and Assistant Executive Director – Volunteer Staff to draw money from NASC accounts.
- K. All funds of NASC not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.
- L. All use of NASC finances will be in accordance with the NASC Articles of Incorporation and with its status as a non-profit 501(c)(3) corporation according to IRS Code.

## **ARTICLE XII – Amendments**

- A. These bylaws may be amended at any State Convention Voting Session.
  - 1. Proposed amendments may be submitted by a member school or the Board of Directors. Amendments by member schools must be submitted to the Executive Director prior to the September Board of Directors meeting.
  - 2. Proposed amendments must be sent to all member schools at least 30 days before State Convention for their review.
  - 3. Amendments must be ratified by two-thirds of Voting Delegates at State Convention.
- B. These bylaws may be temporarily amended until the time of the next State Convention by a two-thirds majority vote of the Board of Directors.
- C. The NSASSP must be notified whenever these bylaws are amended.

