

BY-LAWS of the IAJHSC

Section 1: Annual Dues

Annual dues are to be set by the Executive Board for a period of one year beginning on January 1 and ending on December 31. Any student council joining the IAJHSC after May 31 shall be entitled to membership privileges until December 31 of the following calendar year.

Section 2: Election Procedures

- a. The Executive Board will set such rules as necessary to conduct a fair election. The Assistant Executive Director will represent the board in conducting all elections.
- b. Election of Adult Directors
 1. Adult Directors shall be elected on a rotating basis, in district caucus every two years at state convention. Adult Directors from the Northwest, North, Northeast, and Southeast districts will be elected on odd numbered years. Adult Directors from Northeast Lake, Midwest, Mideast, and Southwest districts will be elected on even numbered years. Notification of elections will be made 6 weeks prior to the filing date.
 2. Advisors from each of the districts in which an election is to be held will be notified six weeks prior to the candidate filing date for the election. A candidate intent form must be filed for the candidate's name to appear on the ballot. Intent forms will be available on the IAJHSC website on six weeks prior to the filing date.
 3. The Assistant Executive Director will determine the method for conducting the election according to the number of candidates. All contested elections will be determined by secret ballot with each school in attendance at the district caucus meeting having one vote to be cast by the advisors present.
 4. Qualified advisors may announce their candidacy for Adult Director at convention if no other candidates have filed an intent form.
- c. Election of District Representatives
 1. Elections for District Representatives will be conducted during district caucus meetings at state convention each year.
 2. Only those candidates submitting an intent form by the filing date will appear on the ballot.
 3. Qualified delegates may announce their candidacy for District Representative at convention if no other candidates have filed an intent form. Their election is subject to submission of all required signatures of approval.

4. A primary election will be held in districts with more than three candidates. The primary election will be held during the first caucus meeting to reduce the number of candidates to two. The results of the primary election will be announced prior to adjournment of the first caucus meeting.
 5. The Assistant Executive Director will determine the method for conducting the election according to the number of candidates. All contested elections will be determined by secret ballot with each school in attendance at the district caucus meeting having five votes.
 6. Two candidates may not be elected for the same position. In the event of a tie vote the following procedure will be used under the direction of the Assistant Executive Director.
 - i. Each candidate will be taken from the district caucus area and be asked to provide a written answer to two tie-breaking questions. Candidates will have five minutes to submit their written answers.
 - ii. The candidate's written answers will be read to the delegates by the Assistant Executive Director in the absence of the candidates. Candidate will be referred to as candidate A or B and votes will be cast using the same designation. Each school will have five votes.
 - iii. In the event of a second tie vote the election will be determined by a single coin toss.
- d. Election of Executive Director
1. The election of the Executive Director will be held every three years. Next election in 2011.
 2. Member schools will be informed of the election in the convention mailing. A candidate intent form must be submitted by the filing date determined by the Executive Board.
 3. The election for Executive Director will be held during the Advisors' Business meeting at state convention. All contested elections will be determined by secret ballot. The advisors for each school will have one vote.

- e. Election of Executive Treasurer
 - 1. The election of the Executive Treasurer will be held every three years. (2010)
 - 2. Member schools will be informed of the election in the convention mailing. A candidate intent form must be submitted by the filing date determined by the Executive Board.
 - 3. The election for Executive Treasurer will be held during the Advisors' Business meeting at state convention. All contested elections will be determined by secret ballot. The advisors for each school will have one vote.

Section 3: Duties of Executive Board Members

- a. The duties of all appointed members of the Executive Board will be determined by the Executive Director with the approval of the Executive Board.
- b. The **Executive Director** is the chief executive officer of the IAJHSC and shall have all the duties and responsibilities associated with that position. These duties shall include the following:
 - 1. To be the official representative of the IAJHSC in all matters.
 - 2. Organizing and presiding at all meetings of the Executive Board.
 - 3. Oversee the Executive Board in all of its duties and responsibilities.
 - 4. Make appointments as specified in Article III
 - 5. Prepare and monitor the annual association budget for approval by the Executive Board.
 - 6. Appoint special committees as deemed necessary for the efficient operation of the association and its programs.
 - 7. Liaison between the IAJHSC and the Illinois Association of Student Councils (IASC) and the National Association of State Student Council Executive Directors (NASSCED).
 - 8. Handle all official correspondence and communication of the Executive Board with the members concerning association business, policies, and programs.
 - 9. Maintain all membership and other important records of the association.
 - 10. Supervise District Representatives at board meetings and Convention.
 - 11. Maintain an inventory of all association materials and supplies.
- c. The **Assistant Executive Director** shall perform such duties as directed by the Executive Director and the Executive Board. Other duties shall include:
 - 1. Negotiating and securing contracts for the keynote speaker and presenter for the annual convention and Advisors' Workshop with approval of the Executive Board.
 - 2. Organize and prepare all materials for elections of Executive Board members.
 - 3. To be the chief official in charge of all elections of Executive Board members.
 - 4. Prepare and distribute the minutes of all Executive Board meetings.

- d. The **Executive Treasurer** shall be the chief financial officer of the IAJHSC and shall have all the duties and responsibilities associated with that position. These duties shall include:
1. Keeping records of all association expenses and receipts.
 2. Pay all expenses of the IAJHSC as directed by the Executive Board.
 3. Make monthly reports to the Executive Director for budget updates.
 4. Report on all receipts and expenses at each Executive Board meeting.
 5. File all necessary forms and make payments as required by law.
 6. Prepare the annual fiscal report to be presented at the Advisors' Business Meeting at state convention.
 7. Maintain a current list of members and handle all matters concerning membership dues and renewals.
- e. It shall be the duty of the **Adult Director** for each district to:
1. Attend meetings of the Executive Board
 2. Assist the student District Representative in fulfilling his/her responsibilities.
 3. Facilitate district workshops and preside at district advisor meetings at workshops and state convention.
 4. Participate in the program of the annual state convention and preside at district caucus meetings.
 5. Facilitate communication between the district schools and the Executive Board.
- f. It shall be the duty of the student **District Representatives** to:
1. Attend the IAJHSC Summer Leadership Camp during the summer following their election.
 2. Create the yearly theme and logo for the current year under the direction and supervision of the Executive Director or his designee.
 3. Attend meetings of the Executive Board.
 4. Research and propose a state service project for selection at the Fall Board Meeting and prepare all presentations, communications, and materials to be used for the state service project.
 5. Preside at Fall and Midyear Leadership Workshops in their district.
 6. Facilitate communication between their district schools and the Executive Board at the direction of the Executive Director and their Adult Director.
 7. Attend and participate in the program for state convention under the direction and supervision of the Executive Director.
- g. It shall be the duty of the **Convention Coordinator** to manage all concerns regarding the annual state convention. These duties are to include:
1. Selection and recommendation of the site for convention to the Executive Board.
 2. Work with the Executive Director concerning registration and seating of delegations and others attending convention.
 3. Make all necessary arrangements concerning use of the convention facilities for general sessions, caucus meeting rooms, meals, and accommodations with the convention host.
 4. Handle all matters concerning convention mailings and registration.

5. Secure and prepare all contracts and fee arrangements with the convention site/host.
 6. Coordinate all aspects of the convention program and events.
 7. Coordinate all volunteers and board member in their responsibilities at convention.
 8. Prepare a final report for the Fall Executive Board meeting.
- h. It shall be the duty of the **Workshop Director** to coordinate all concerns regarding workshops held for the IAJHSC. These duties shall include the following:
1. Receive workshop host school applications for Fall and Mid-year Leadership Workshops.
 2. Organize and manage the Advisors' Workshop to be held in the fall of each year including the method for presentation, handling registration of members, and the preparation of a workshop report to the Executive Board.
 3. Maintain all records regarding attendance, income, and expenses at all workshops.
 - i. Create and inform the Director of Publications of changes to the Leadership Workshop forms.
 - ii. Maintain and distribute a current Leadership Workshop Activities binder for all Adult Directors to be used at district workshops and as a resource for activities at convention.
 - iii. Create and inform the Director of Publications of additions to the Advisor's Resource File which will be available on the association website.
- i. It shall be the duty of the **Summer Leadership Camp Director** to be the chief administrative officer in all matters regarding the Summer Leadership Camp. These duties shall include the following:
1. Determine the camp philosophy and program with the approval of the Executive Board.
 2. Act as the chief administrator concerning all matters related to camp operations, supervision, and direction.
 3. Hiring of all staff and personnel required to institute the camp program.
 4. Select camp site and negotiating contracts concerning the use of the site for presentation to the Executive Board.
 5. Maintain the safe and secure disposition of the camp storage trailer and other equipment owned by the association for camp use.
 6. Recommend fees to be charged for camp participation to the Executive Board.
 7. Prepare all materials to be used at camp.
 8. Handle all matters concerning registration of camp delegates.
 9. Prepare a report to the Executive Board at the Fall Executive Board meeting.
 10. Prepare and distribute school participation certificates.
 11. Attend Executive Board meetings and convention.
 12. Maintain an inventory of camp materials.
 13. Promote Summer Leadership Camp to the membership.

- j. It shall be the duty of the **Director of Publications** to manage and prepare all official publications of the IAJHSC. Duties shall include the following:
 - 1. Prepare and distribute all official publications and communications of the IAJHSC.
 - 2. Maintain the association website and its entire component functions.
 - 3. Secure the association web domain contract.
 - 4. Edit and approve all information to be forwarded and posted on the website.
 - 5. Maintain a calendar of association events and activities on the website.
 - 6. Prepare and distribute the Contact newsletter to association members four times a year.
 - 7. Update and maintain all forms on the website.

- k. It shall be the duty of the **Honor Council Coordinator** to manage all concerns regarding the submission and approval of all Honor Council applications.
 - 1. Review for accuracy all Honor Council applications including, but not limited to, postmarks by deadlines, proper signatures, project completion in required categories, and documentation of project completion.
 - 2. Review early filings of Honor Council applications and contact schools regarding their status of acceptance or corrections needed.
 - 3. Create Honor Council list for the Executive Director after the final deadline for submission.
 - 4. Manage any and all concerns regarding the submission and approval of all Honor Council applications.

- l. It shall be the duty of the **State Service Project Coordinator** to manage all concerns regarding the state service project. These duties shall include the following:
 - 1. All matters concerning the chosen State Service Project shall be coordinated and completed jointly by the Adult Director and the District Representative in cooperation with the Board Administrative Assistant.
 - 2. Communicate with the contact person of the charity chosen to determine how the association's donation will be used to best serve children within the state of Illinois.
 - 3. Arrange for participation by a representative of the charity at convention.
 - 4. Prepare mailings and account for donations as they are received. Donated funds should be sent to the Executive Director as they are received.
 - 5. Send acknowledgment to member schools as donations are received.
 - 6. Prepare the presentation for state convention including a short review of the project, creating the large check for donation at a general session, coordinating the acceptance of the donation by the charity, and coordinate with the Executive Treasurer regarding the amount payable to the charity.

7. Prepare recognition certificates for participating schools for distribution during district caucus meetings at convention.
 8. Maintain the state service project file to be passed to the next SSP Coordinator at the fall board meeting.
- m. It shall be the duty of the **Board Administrative Assistant** to assist elected Board members in the performance of their duties. These duties shall include but are not limited to the following:
1. Assist in the managing of all matters concerning the chosen State Service Project in cooperation with the State Service Project Coordinator.
 2. Mentor first year Adult Directors in the performance of their duties.
 3. Serve as a resource person to the adult board members in any of their duties in which they require assistance.
 4. Provide support and guidance to a District Representative in the absence of their Adult Director. (Consider the wording to mean that if we do not have an AD for a district the BAA would fill in until one exists.)
 5. The Board Administrative Assistant would be a non-voting member of the Board unless fulfilling the duties of an Adult Director.
 6. Other duties as assigned by the Executive Director.

Section 4: Districts of the State

- a. The Executive Board shall divide the state into districts to more effectively promote the purposes of the association as stated in Article I, Section 2. The Executive Board shall revise these Districts whenever the need arises.
- b. The IAJHSC presently (2010) is divided into eight districts: Northwest, North, Northeast, Northeast Lake, Mideast, Midwest, Southeast, and Southwest.

Section 5: Succession of Office

- a. Executive Director
In the event of a vacancy in the office of Executive Director, the Assistant Executive Director shall fill the vacancy until the next state convention.
- b. Executive Treasurer
In the event of a vacancy in the office of Executive Treasurer, the Executive Director shall appoint an interim Executive Treasurer to fill the vacancy until until the next state convention. All appointments are subject to approval of the Executive Board as specified in Article III, Section 3 of the Constitution.

c. Adult Director

In the event of a vacancy in the position of Adult Director, the Executive Director shall appoint a qualified interim Adult Director to fill the vacancy until the next state convention. All appointments are subject to approval of the Executive Board as specified in Article III, Section 3 of the Constitution.

d. Appointed Board Member

In the event of a vacancy in an appointed member's position the Executive Director shall appoint a qualified interim board member to fill the remainder of the vacant term of office. All appointments are subject to approval of the Executive Board as specified in Article III, Section 3 of the Constitution.

e. District Representative

In the event of a vacancy in the position of District Representative the position will remain vacant until the next election at convention.

Section 6: Recall

- a. Appointed officers may be dismissed for cause at any time.
- b. Elected members may be recalled for cause by a 3/4 vote of the adult members of the Executive Board meeting in special session.

Section 7: IAJHSC State Convention

An annual state convention shall be held at a date and place to be determined by the Executive Board with the purpose of:

- a. Conducting business of the organization.
- b. Recognition of achievements of the member schools.
- c. Inspiring and motivating advisors and student council delegates to continue their leadership pursuits.
- d. Sharing ideas and information with the membership.

Section 8: By-Law Changes

The By-Laws of the association may be amended by a 3/4 majority vote of the Executive Board.

Ratified at Winter Board Meeting, January 8, 2010.