

ALBERTA ASSOCIATION OF STUDENTS' COUNCILS & ADVISORS CONSTITUTION



Revised Jan 2019

Amended

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Article 1 | NAME

The name of this organization shall be the Alberta Association of Students' Councils and Advisors (AASCA).

Article 2 | OBJECTIVES

The objects of this association are to:

- 1) To provide practical information and educational resources for the purpose of fostering and developing student leadership and student activities.
- 2) To facilitate a network for the exchange of information relative to student councils, co-curricular activities, and the advancement of student leadership.
- 3) To facilitate the professional development of Student Council Advisors.
- 4) To promote workshops and leadership conferences for student leaders.

Article 3 | MEMBERSHIP

- 1) Membership shall be open to all schools, upon payment of the annual fee.
- 2) Membership shall be open to Individuals upon payment of the annual fee.
- 3) If a member of the board retires and wishes to volunteer with AASCA, their membership fee will be waived.
- 4) The AASCA membership is valid from July 1st to June 30th.

Article 4 | AASCA BOARD OF DIRECTORS

SECTION 1 COMPOSITION

- 1) The Board of Directors shall consist of:
 - a) Executive members
 - b) Current Junior High Conference Chairperson
 - c) Current Senior High Conference Chairperson
 - d) Communications Coordinator
- 2) The Executive members of the Board shall be:
 - a) President
 - b) Past President
 - c) Vice President
 - d) Secretary
 - e) Treasurer
 - f) CSLA Director

- 3) The voting members of the Board shall be:
 - a) President
 - b) Past President
 - c) Vice President
 - d) Secretary
 - e) CSLA Director
- 4) Members of the Board of Directors shall be AASCA members.
- 5) Board members must maintain their membership throughout the term of office or the position shall be forfeited. <see policy x.x>

SECTION 2 ELECTION AND TERMS OF OFFICE

- 1) All elections and appointments will take place and be announced at the AGM.
- 2) The progression of positions will be from Vice President to President and then to Past President.
- 3) The members of the Executive will serve a minimum two year term, and all other Board members serve a minimum of one year.
- 4) The Communications Coordinator will be elected and announced each year at the AGM.
- 5) The Treasurer will be appointed by the board for a two year term.
- 6) Elections for the Secretary and the CSLA Director will take place in the even numbered years, and elections for the Vice President will take place in the odd numbered years.

SECTION 3 TERMINATION OF SERVICE

- 1) Any member of the Board of Directors may execute the termination of service by writing a letter to the board at any time.
- 2) Any vacancy in the AASCA Board of Directors may be appointed as per policy <Section 7.VI.1> until the next AGM meeting where the position will be re-elected or appointed for the remainder of the term as per policy.

SECTION 4 MEETINGS

- 1) Annual General Meeting (AGM)
 - a) The Annual General meeting will coincide with the Senior High Leadership Conference.
 - b) Active registered bodies (defined as member school, business, and educational affiliate, individuals who have paid the current year membership fee) who have not withdrawn from membership nor been suspended nor expelled <refer to policy handbook x.x reference>, shall have the right to vote at the Annual General Meeting and receive one ballot per membership. Such votes must be made in person and not by proxy or otherwise.

- 2) Meetings of Board of Directors and Executive
 - a) A meeting of the Board of Directors shall be held at each Alberta Junior and Senior High Student Leadership Conference.
 - b) There will be an additional meeting for the executive to conduct the business of the organization.
 - c) Meetings of the Board require a quorum of 2/3 of the executive members to transact business on behalf of the Board.
 - d) AASCA will reimburse expenses for these meetings as per the policy handbook
 - e) Additional meetings shall be held at the discretion of the Executive as needed.

SECTION 5 GOVERNANCE

This Association is governed by the Societies Act of Alberta.

Article 5 | DUTIES

SECTION 1 EXECUTIVE COMMITTEE

It shall be the duty of the executive committee to:

- 1) Prepare the agenda of business for all meetings.
- 2) Exercise general supervision of the affairs of this association.
- 3) Prepare an audited financial statement as per the Societies Act requirements, covering the fiscal year of the Association.
- 4) Prepare and transmit to the head office of The Societies Act such reports and statements with reference to the affairs of this association as may be required.
- 5) Ensure that all association monies are used to further the objects of the association.
- 6) Prepare a budget by the time of the Senior High Leadership Conference of each year for approval of the membership, authorize and complete financial transactions of the association; advise the members of financial matters.
- 7) Draft and submit to the AGM for approval, policy statements governing the affairs of the Association.
- 8) Act as a liaison committee for groups and individual members requesting assistance.
- 9) Further duties will be governed by policy established by this Association.

SECTION 2 BOARD OF DIRECTORS

Shall be outlined in the Policy Handbook of this association. **<Refer to Policy Handbook Location>**

SECTION 3 COMMITTEES

Shall be outlined in the Policy Handbook of this association. **<Refer to Policy Handbook Location>**

Article 6 | FOR THE PROTECTION OF DIRECTORS & OFFICERS

Except as otherwise provided in the Act, no director or officer, for the time being a representative of AASCA, shall be liable for the acts, neglects or defaults of any other director.

Article 7 | FINANCES

SECTION 1 FEES

- 1) The annual AASCA membership fee shall be payable by each member school or individual. The amount shall be established by the Board of Directors and approved at the Annual General Meetings.
- 2) The fee shall be payable as of July 1st or at the time of registration for each respective AASCA conference and be made directly to AASCA. Each school or individual shall pay only one membership fee annually.

SECTION 2 AUDITED FINANCIAL STATEMENT

- 1) The Treasurer shall present a printed financial statement and annual budget to the association for approval at the AGM.

SECTION 3 EXPENSES

- 1) Expenses incurred by the Board of Directors in the discharge of their duties shall be financed through the AASCA budget and approved Policy.

SECTION 4 FISCAL YEAR

- 1) The fiscal year for AASCA shall be from July 1st to June 30th.

SECTION 5 ADMINISTRATION OF SURPLUS REVENUE

- 1) The fiscal year for AASCA shall be from July 1st to June 30th. 50% of the surplus revenue created by a conference will be paid to the host school. 50% of surplus revenue remains with AASCA.

Article 8 | PATRON

The Lieutenant-Governor of Alberta shall be the Honorary Patron of AASCA.

Article 9 | AMENDMENTS

Amendments to the constitution must be received by the executive by April 1st. Amendments to the constitution shall distributed to the membership by May 1st. These amendments must be approved by a majority vote of the association members present at the Annual General Meetings.

Article 10 | APPENDIX

The appendices shall include the approved bylaws and resolutions Policy, the AASCA Conference Handbook, and other relevant material.