

**Constitution of the  
Chesapeake Regional Association of Student Councils**

Revised 11/11/2009, 3/1/2010, 5/14/2010, 11/2012, 12/8/2012, 9/13/2012, 11/7/13

**Preamble**

The purpose of this organization is to be representative of all students enrolled in the secondary schools of Anne Arundel County, to develop leadership, to promote good sportsmanship and harmony, and to initiate improvements and activities for the general good of the county schools. This organization will also express the collective opinion of the member schools and conduct regional business.

**Article I:** Name of the Organization

Section 1 By the authorization of the students of Anne Arundel County secondary schools, the organization will be the Chesapeake Regional Association of Student Councils.

Section 2 The official abbreviation of the Chesapeake Regional Association of Student Councils will be CRASC.

**Article II:** Purpose and Affiliation

Section 1 The purpose of this organization is to be a representative voice of all the students enrolled in Anne Arundel County secondary schools.

Section 2 The organization is now and will be under the sponsorship of the Anne Arundel County Public Schools (Board of Education) and is subject to all policies and regulations set forth by the Anne Arundel County Board of Education.

Section 3 CRASC shall be a member of the Maryland Association of Student Councils (MASC) and the National Association of Student Councils (NASC).

**Article III:** Membership

Section 1 All Anne Arundel County secondary schools, public and private, are eligible for membership in CRASC and shall become members upon annual payment of their dues.

Subsection 1 Dues shall be determined yearly by the outgoing administration in consultation with the Treasurer and Advisor, and shall be payable to CRASC by the December General Assembly.

Subsection 2 Membership and full voting privileges will be granted to schools upon receipt of dues.

Subsection 3 Any school which has not paid its dues or arranged alternate payment arrangements with the CRASC Treasurer by the adjournment of the December General Assembly shall see a penalty added to its dues in an amount decided by the Treasurer and approved by the President and CRASC Advisor for each week dues are not paid after the adjournment of the December General Assembly.

Section 2 The membership will consist of delegates, advisors of the member schools, and the officers and staff of CRASC.

Section 3 Each member school shall be entitled to a number of votes determined by school population, as specified in the Bylaws. Each school's votes shall be determined based on the prior year's enrollment, except in cases where the prior year enrollment differs significantly, or prior year enrollment data is unavailable. CRASC Executive Board members are not included in a school's total number of votes. The votes shall be distributed as follows:

Subsection 1 The voting delegates who attend each meeting shall possess full rights to vote, introduce motions, and debate.

Subsection 2 The Executive Board members who attend shall possess full rights to vote, introduce motions, and debate.

- Subsection 3 The number of observing delegates shall be determined by the meeting place and approved by the CRASC Advisor. Observing delegates are limited to full rights to motion and debate only.
- Subsection 4 The advisors of the member school shall not possess the right to vote, introduce motions, or debate.

**Article IV:** General Assembly

Section 1 All legislative powers herein granted will rest in the legislative body known as the General Assembly. The General Assembly will consist of the delegates, advisors, CRASC elected officers, appointed staff, and the CRASC Advisor.

Section 2 The duties and responsibilities of the General Assembly are as follows:

- A. To discuss and formulate the policies of CRASC.
- B. To conduct all legislative business.
- C. To approve all major CRASC activities.
- D. To establish any standing or temporary committee which it deems necessary or beneficial to the functioning of the region.
- E. To work toward goals set forth in the preamble.
- F. To overrule the veto of the President upon a three-fourths (3/4) majority.
- G. To overrule the Executive Board by a two-thirds (2/3) vote.

Section 3 The General Assembly will be governed by parliamentary procedure according to the *Robert's Rules of Order, Newly Revised*.

Section 4 The CRASC General Assembly will meet at least once a month when motioned and approved by the elected officers and advisor, or when there is an emergency. The time and place of these meetings are to be determined by the elected officers with approval by the attending Executive Board members at such a meeting of determination, and if deemed necessary by the president and/or the advisor, an emergency meeting may be held.

**Article V:** Executive Board

Section 1 A. All elected officers and appointed staff will receive a vote on the Executive Board. Other representatives from member schools may receive a recorded opinion vote, as specified in the Bylaws.

Section 2 Powers and duties of the Executive Board:

- A. To coordinate the activities of CRASC.
- B. To execute the policies decided upon by the General Assembly.
- C. To make recommendations to the General Assembly and to the Student Governments of the member schools.
- D. To serve as the liaison between CRASC and member schools.
- E. To act in an advisory capacity to the General Assembly.
- F. To hold preliminary discussions on the matters to come before the General Assembly.
- G. To approve the incoming president's plan of the years' CRASC activities at the Executive Staff Retreat at the beginning of the school year.

Section 3 The Executive Board meeting will be held at least one week prior to a General Assembly.

Section 4 All Executive Board meetings will be governed by *Robert's Rules of Order, Newly Revised*, unless otherwise designated by the CRASC President.

Section 5 A majority of the voting Executive Board Members present at an Executive Board Meeting constitutes a quorum.

**Article VI:** Elected Officers

- Section 1 The elected officers of CRASC will be the President, First Vice President, Second Vice President, Treasurer, Secretary, and Middle School Coordinator.
- Section 2 The officers will assume the necessary responsibilities of the office of President in the following order, if one or more officers is absent: First Vice President, Second Vice President, Treasurer, Secretary, Middle School Coordinator.
- Section 3 The President's powers and duties:
- A. To preside over the General Assembly and Executive Board meetings of CRASC.
  - B. To prepare agendas for all Executive Board and General Assembly meetings.
  - C. To appoint and remove all chairpersons of temporary and standing committees and appointed staff members subject to the simple majority approval of the Executive Board.
  - D. To reserve the right to veto any decision made by the General Assembly.
  - E. To present to the first General Assembly of the school year the bylaws for their administration.
  - F. To present a plan of activities for the year at the Executive Board retreat.
  - G. To oversee the revision of the CRASC Platform each year.
  - H. To perform all other duties required by the office.
- Section 4 The First Vice President's powers and duties:
- A. To perform the duties of the president in the event of his/her absence.
  - B. To be an ex-officio member of all committees.
  - C. To perform the regional business as requested by the President.
  - D. To act as the official liaison to the Maryland General Assembly and other legislative bodies.
  - E. To oversee the business of the Legislative Liaisons Committee.
  - F. To perform duties assigned by the bylaws of the administration.
- Section 5 The Second Vice President's powers and duties:
- A. To act as the official liaison to the Board of Education of Anne Arundel County and other organizations dealing with secondary school educational concerns.
  - B. To present at each General Assembly an accurate and thorough report of the actions of the Board of Education of Anne Arundel County as they pertain to students.
  - C. To oversee the business of the Educational Liaisons Committee.
  - D. To perform duties assigned by the bylaws of the administration.
- Section 6 The Treasurer's powers and duties:
- A. To help the advisor keep an accurate record of all monetary business of the regional association.
  - B. To recommend to the outgoing administration the amount of dues for the following year.
  - C. To conduct a regional membership drive to provide all schools within the region an opportunity to become a member of CRASC.
  - D. To present the financial report of the regional association at each meeting of the General Assembly and Executive Board and the yearly report to be given at the April General Assembly.
  - E. To disburse CRASC funds as necessary, subject to approval by the elected officers and advisor.
  - F. To maintain a record of all dues paid or not paid by member schools.
  - G. To prepare a budget of expected disbursements and income for the upcoming fiscal year to be presented at the first General Assembly of the year.
  - H. To oversee the business of the Environmental and Community Action Committee.
  - I. To perform duties as assigned by the bylaws of the administration.
- Section 7 The Secretary's powers and duties:

- A. To maintain and make available a written record of the minutes of all General Assemblies and Executive Board meetings.
- B. To maintain an accurate record of all resolutions and legislative business.
- C. To maintain a file for all records in the Office of Student Leadership & Involvement.
- D. To coordinate the communication between CRASC, member schools, and the community at large.
- E. To write an informational article for the community in a local newspaper at least once a school year highlighting CRASC's involvement within the community
- F. To oversee the business of the Liaisons Committee.
- G. To perform duties as assigned by the bylaws of the administration.

Section 8 The Middle School Coordinator's powers and duties:

- A. To encourage middle school student participation in the affairs of the regional and state student councils.
- B. To act as a communication liaison between the middle school student governments and the region, as well as other middle school student governments.
- C. To aid middle schools in the development of their own student governments.
- D. To oversee the business of the Middle School Council.
- E. To perform duties as assigned by the bylaws of the administration.

Section 9 The CRASC Elected Officers must meet on the first Wednesday of every month, or at another time designated by the President or CRASC Advisor, subject to the approval of a quorum of the elected officers.

**Article VII** Appointed Staff and the Advisor

Section 1 The Parliamentarian's powers and duties:

- A. To act as a consultant on parliamentary law according to *Robert's Rules of Order, Newly Revised*
- B. To chair the Election and Constitution Review Committees.
- C. To aid the President in any legislative affairs.
- D. To act as consultant with regard to the constitution and bylaws.
- E. To aid in the revisions of the constitution.
- F. To keep track of all legislation handled throughout the year.

Section 2 The Evaluator's powers and duties:

- A. To create monthly surveys to be taken by General Assemblies on the status of CRASC and the quality of CRASC events.
- B. To compile the results of each month's evaluations and provide feedback, and useful suggestions to the President and CRASC Advisor in a timely manner.

Section 3 The Credentialist's powers and duties:

- A. To oversee the attendance and give a report at every General Assembly of permanent and floating delegates, observers, and advisors present.
- B. To oversee the attendance of Executive Board meetings, and keep a record of those present for reference use before elections.
- C. To report the official numbers of 1/2, 2/3, 3/4, and 4/5 majorities directly to the Parliamentarian for his/her personal records.

Section 4 The Chief of Staff's powers and duties:

- A. Work with the president to plan, organize and attend all preparation meetings and training days for the Fall Leadership Conference, including:
  - a. Training sessions
  - b. Ensuring all leaders (workshop and color group) are prepared

- c. Assist with nametags, visuals, training, etc.
- B. Aid the officer team in any way possible including:
  - a. Recruiting staff, staffing and/or assisting with all major CRASC events such as general assemblies, conferences, Meet the Board Night, etc.
  - b. Visiting school student government associations
  - c. Attending MASC events as needed
- C. Formulate a list of goals for his/her position.
- D. Keep the President informed of all his/her activities and progress, and make a monthly report to the President and General Assembly.

Section 5 Other Staff Duties

- A. To serve the organization by carrying out duties requested by the President or stated in the bylaws.

Section 6 The CRASC Advisor

- A. The advisor of this organization will be the Specialist for Student Leadership and Involvement appointed by the Board of Education of Anne Arundel County, or hold an equivalent position as designated by the Board of Education.
- B. The advisor will be the designated overseer of the region and will act as liaison to the Board of Education for the region.
- C. If it is deemed necessary by a majority of the elected officers, and a four-fifths (4/5) vote of a special session of the General Assembly attended by all member school's Presidents, and all Executive Board members, CRASC shall lobby to replace the CRASC Advisor.

**Article VIII:** Standing Committees

Section 1 The Legislative Liaisons Committee

- A. Purpose
  - 1. To establish CRASC positions on legislative issues relevant to youth in the Maryland General Assembly.
- B. Membership
  - 1. The CRASC First Vice President will oversee this committee.

Section 2 The Educational Liaisons Committee

- A. Purpose
  - 1. To establish CRASC positions on educational issues.
- B. Membership
  - 1. The CRASC Second Vice President will oversee this committee.

Section 3 The Environmental and Community Action Committee

- A. Purpose
  - 1. To establish CRASC positions on environmental issues and to report on environmental opportunities that CRASC may participate in.
  - 2. To provide CRASC students the opportunity to participate in events dealing with these issues.
  - 3. To provide students with an outlet to receive information on these issues.
  - 4. To organize and facilitate CRASC service activities within the schools and the community.
- B. Membership
  - 1. The CRASC Treasurer will oversee this committee.
- C. Activities
  - 1. The ECAC is required to organize at least two service projects a year for CRASC to participate in.

Section 4 Liaisons Committee

- A. Purpose
  1. To disseminate information about CRASC activities and events.
  2. To seek the ideas of students concerning ways to improve CRASC services.
  3. To provide a forum for delegates from all schools to discuss projects and issues facing their schools and student governments.
  4. To provide feedback to the President and Executive Board about CRASC activities and events.
- B. Membership
  1. The Secretary will oversee this committee.
  2. The CRASC Evaluator and Historian will serve as members of this committee.

Section 5 Middle School Council

- A. Purpose
  1. To provide CRASC middle school students the opportunity to discuss issues and concerns facing middle school students.
  2. To disseminate information about the ways middle school students can become involved.
- B. Membership
  1. The Middle School Council will be chaired by the Middle School Coordinator.
  2. Middle School Student Government Presidents will serve on the council in a voting capacity.

Section 6 Membership of Standing Committees

- A. Membership on all Standing Committees shall be open to all member schools. The Middle School Council shall be limited to member middle schools.
- B. All committees will actively seek the participation of students from various geographical areas and differing backgrounds.

Section 7 Standing Committee Chairpersons Responsibilities

- A. To submit, at the beginning of each school year, a set of guidelines for their committee, including voting rights and general procedures and powers. These guidelines shall be subject to approval of the President and Executive Board.

Section 8 Presidential Authority on Standing Committees

- A. The President may create any new committees each year without constitutional amendment, provided the committee is outlined in the President's bylaws.
- B. The President may disband any of the aforementioned committees for one year without a constitutional amendment subject to two-thirds (2/3) vote of the Executive Board.

**Article IX:** Qualifications, Elections, and Terms of Office

Section 1 Qualifications

- A. All candidates must be enrolled in an Anne Arundel County secondary school and, if elected, maintain enrollment.
- B. The candidates for the offices of President and Vice President must have attended at least one-half of the General Assembly meetings and one-third of the Executive Board meetings in the year prior to which they serve.

- C. Candidates for the office of Treasurer must have attended one-third of the General Assembly meetings and at least one Executive Board meeting in the year prior to which they serve.
- D. Candidates for the office of Middle School Coordinator must be a middle school student during the term in which they serve.
- E. In order to run for office, all candidates must meet these requirements *prior* to officer elections.
- F. No person shall serve as CRASC President while concurrently serving as a school elected officer.

Section 2 Academic Requirements

- A. All officers will maintain academic standards in accordance with the Board Policy for extracurricular activity eligibility or be placed on probation until a successful report is presented to the CRASC Advisor for reinstatement.
- B. If a successful report is not made within nine weeks, the student can be removed from office by the CRASC Advisor.

Section 3 Elections

- A. All Elections
  - 1. All regional elections and CRASC-sponsored elections will be held by secret ballot.
  - 2. All general elections will require a majority vote. If a majority vote is not reached, a run-off election will occur between the two candidates receiving the most votes.
  - 3. Election procedures will be clearly detailed in the General Assembly Election Standing Rules and may only be changed upon the approval of the General Assembly. These shall be published and approved no later than the annual February General Assembly meeting.
  - 4. Election Committee
    - a. There will be an Election Committee composed of the CRASC Parliamentarian, who will act as the chairperson; the Credentials Coordinator; two student representatives; and the CRASC Advisor. One student representative will be from a high school and the other student representative will be from a middle school. The members will be appointed by the President subject to a two-thirds (2/3) approval by the General Assembly at the beginning of the General Assembly in which the election will be held.
    - b. The Election Committee will review voter forms submitted by schools to determine the number of voters present and prepare voting cards and ballots for school delegations.
    - c. The voting will be closely monitored by the Election Committee, and votes will be counted by advisors from non-candidate schools under the supervision of the CRASC Advisor.
    - d. The Election Committee will investigate all allegations of Election Standing Rules violations, and issue a binding decision on questions of violation and/or candidate disqualification.
  - 5. Only candidates duly nominated will have their names printed on the ballot. However, write in votes will be counted in the tabulation provided that the person consents and meets legal requirements.
  - 6. Any questions concerning the election process or election results must be submitted in writing to the Office of Student Leadership & Involvement.
- B. Officer Elections
  - 1. Nominations may be made at any time prior to seven days before the April General Assembly meeting. All nominations must be submitted to the Office of Student Leadership & Involvement, Board of Education, Anne Arundel County.
  - 2. Elections will be held at the April General Assembly meeting.

3. All candidates shall meet the qualifications and requirements specified in Sections 1 and 2 of this Article.
- C. Election of the Student Member on the Anne Arundel County Board of Education
1. The election will be conducted at the regularly scheduled General Assembly in March. All nominations must be submitted to the Office of Student Leadership & Involvement, Board of Education, Anne Arundel County.
  2. Nominations will be accepted from any school sponsored organization any time prior to three weeks before the election. Nominations will be accepted at either a CRASC General Assembly under New Business, or will be submitted in writing to the Office of Student Leadership & Involvement.
  3. All candidates must be rising seniors in good standing and of good character in a public secondary school in Anne Arundel County as of the following September, and must:
    - i. Attend at least one CRASC General Assembly and one CRASC Executive Board meeting in the year he/she is seeking nomination.
    - ii. Submit a resume to the Office of Student Leadership & Involvement one week before the election for distribution to all secondary schools.
    - iii. Provide letters of recommendation from a community leader, a teacher, and their high school principal or the advisor of a school recognized club or activity along with their resume.
  4. In the event that there are five or more nominees, after the February General Assembly, there will be an interview process by an interview panel to narrow the selection to three candidates. This interview panel will consist of the current CRASC President, current Student Member on the Board of Education, and CRASC Advisor.
  5. For this special election, any non-member secondary public school Student Government Association may send a number of voting delegates determined by school population, as provided in the Bylaws. These delegates are granted the right to nominate, second, debate, and vote only for this special election. Non-member schools are not entitled to the additional delegates provided below.
  6. For this special election, the number of voting delegates for each member school shall be increased. The number of additional votes shall be determined by school population, as specified in the Bylaws. Additional voters shall be drawn from the categories of the Arts, Athletics, and Miscellaneous Activities.

**Article X:** Removal from Office

- Section 1 The General Assembly, by a majority vote, may bring impeachment proceedings against any officer of the region. Removal will result from a two thirds (2/3) vote of all delegates at the following General Assembly.
- Section 2 The General Assembly, by a two-thirds (2/3) majority vote, may remove any appointed staff member.

**Article XI:** Vacancy in Office

- Section 1 The Office of President
- A. If the office of President is temporarily vacated, the Vice President shall assume the position until the return of the President.
  - B. If the office of President is permanently vacated, the Vice President shall assume the position.
- Section 2 The Offices of Vice President, Second Vice President, Treasurer, Secretary, and Middle School Coordinator
- A. If the office of Vice President, Second Vice President, Treasurer, Secretary or Middle School Coordinator is temporarily vacated, the President shall appoint a new officer

until his/her return. The appointment is subject to the majority approval of the General Assembly.

- B. If the office of Vice President, Second Vice President, Treasurer, Secretary or Middle School Coordinator is permanently vacated, the President shall appoint a new officer, subject to the majority approval of the General Assembly.

**Article XII:** Amendments

Section 1 Prefiled – Amendments prefiled within 30 days of a General Assembly shall require a two-thirds (2/3) vote of the General Assembly.

Subsection 1 Amendments may be pre-filed with any of the elected officers or Parliamentarian.

Section 2 Spontaneous – Amendments that are not prefiled with the aforementioned representatives shall require a three-fourths (3/4) vote of the General Assembly.

Section 3 For consistency in technical areas, the Parliamentarian shall review the amendments, and may make any grammatical changes provided he/she does not change the intent of the amendment.