

## **NHASC By-Laws**

### **Article I. Membership Year**

The NHASC membership year shall be the twelve-month period from July 1 to June 30. Membership shall be contingent upon the receipt of dues.

### **Article II. NHASC Executive Board**

#### Section 1. Membership

- a. The NHASC Executive Board shall appoint the Executive Director(s) for a term of five years. Terms may be consecutive.
- b. The NHASC Executive Board shall appoint Advisors-At-Large as needed in the spring.
- c. The member schools within each district shall elect one district president and one vice-president from each district. Terms shall be for one year. The selection shall take place at a district meeting prior to the Spring Convention.
- d. Each district shall select an advisor in accordance with its district constitution.
- e. Directors shall be appointed, according to the needs of the Association, by the Executive Director(s) and approved by the Executive Board.

#### Section 2. Eligibility

Any candidate for any Executive Board position must meet the following eligibility requirements:

- a. The candidate must have served on his/her student council for at least one year.
- b. The candidate must have been an active participant in his/her region.
- c. The candidate must have attended an NHASC Fall Conference, NHASC sponsored event, or NASC sponsored event.
- d. The office of State President-Elect shall be open to sophomores only. If, by the established deadline no sophomore candidate has come forward, the office shall be opened to freshmen candidates.

#### Section 3. Responsibilities

- a. The Executive Director(s) shall oversee the entire operation of the NHASC and shall maintain records of the association. The Director(s) or a designee shall make every effort to attend the annual NASSCED/NAWD meeting and the NASC National Conference. Money shall be budgeted to cover expenses necessary to attend and participate in these activities.
- b. The president shall:
  - attend and preside at all meetings of the Association and Executive Board
  - represent the NHASC at public occasions
  - appoint committees subject to the approval of the Executive Board
  - work with the president-elect to prepare him/her for the coming year
  - attend all state level conferences, conventions and workshops of the NHASC
- c. The vice-president shall:
  - perform the duties of the president in his/her absence
  - serve as the Newsletter Chairperson
  - coordinate the activities of all the committees
  - perform any duties assigned to him/her by the president
  - work with the vice-president-elect to prepare him/her for the coming year
  - attend all meetings of the NHASC Executive Board
  - attend all state level conferences, conventions and workshops of the NHASC
- d. The secretary shall:
  - take the minutes of all the meetings of the NHASC and of the Executive Board and distribute the minutes to the Executive Board members in a timely manner.
  - take roll call at all meetings of the NHASC Executive Board
  - give a report at each meeting of the NHASC
  - work with the secretary-elect to prepare him/her for the coming year.

- attend all meetings of the NHASC Executive Board
- attend all state level conferences, conventions and workshops of the NHASC
- e. The president-elect, vice-president-elect, and secretary-elect shall:
  - work with the officers to prepare for the coming year
  - attend all meetings of the NHASC Executive Board
  - attend all state level conferences, conventions and workshops.
  - serve as chairmen to committees as assigned by the president.
  - the president-elect will attend the annual NASC National Conference between his/her elect and official year. The NHASC will fund one-half of the expenses incurred for this activity
- f. The district presidents shall:
  - give a report at all meetings of the NHASC Executive Board
  - serve as a liaison between the Executive Board and their regions
  - conduct no fewer than three region meetings each year
  - perform all duties in accordance with their regional by-laws
  - attend all meetings of the NHASC Executive Board
  - attend all state level conferences, conventions and workshops of the NHASC
- g. The district vice-president shall:
  - perform the duties of the president in his/her absence
  - perform all duties in accordance with their regional by-laws
  - attend all meetings of the NHASC Executive Board
  - attend all state level conferences, conventions and workshops of the NHASC
- h. The district advisor shall:
  - assist the region presidents and vice-presidents with region meeting
  - perform all duties in accordance with their regional by-laws
  - attend all meetings of the NHASC Executive Board
  - attend all state and respective region level conferences, conventions and workshops of the NHASC
- i. The Director(s) shall:
  - perform the duties assigned to them by the Executive Director(s) and the Executive Board.
  - attend all meetings of the NHASC Executive Board
  - attend all state level conferences, conventions and workshops of the NHASC
- j. The Advisors-At-Large shall:
  - perform duties as assigned by the NHASC Executive Board
  - attend all meetings of the NHASC Executive Board
  - attend all state level conferences, conventions and workshops of the NHASC

#### Section 4. Meetings

The Executive Board of the NHASC shall meet at least five (5) times each year. At least one of the five such meetings shall occur during the summer months. The president or the Executive Director(s) may call special meetings with a two-week notice.

#### Section 5. Removal

- a. Failure to fulfill responsibilities outlined in Article II of these by-laws shall constitute cause for removal. In the event that an Executive Board member's actions constitute a cause for removal the Executive Director(s) will inform the member of their status and ask for their resignation from the Board. Should the member be unwilling to resign, the student members of the Executive Board will call for and conduct a vote to remove the member from the Board.
- b. Requests for reinstatement by a removed Executive Board member shall be either granted or denied by the Membership Appeal Committee. This Committee shall be composed of two advisors and three students from the NHASC Executive Board. The president shall appoint members to the Membership Appeal Committee.

Section 6. Succession

In the event that the president cannot continue in his/her office the vice-president shall succeed the president. In the event that the vice-president or secretary cannot continue in his/her office the respective officers-elect shall succeed the vice-president or secretary

In the event that an officer-elect cannot continue in his/her office:

- a. officers-elect shall be replaced through a special election
- b. district president and vice-presidents shall be replaced in accordance with their region constitutions.

**Article III. District Designation**

Each member school in New Hampshire shall be assigned to a district. The Executive Board shall act upon all requests for change of district designation.

Amended and approved November 2002

Amended and approved November 2005

Amended and approved November 2009

Amended and approved November 2010