

# Chesapeake Regional Association of Student Councils Constitution

*(Ratified March 20, 2020)*

## Article I

### Name of the Organization

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

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

## Article II

### Purpose and Affiliation

**Section 1** The purpose of the CRASC organization is to be a representative voice of all the students enrolled in Anne Arundel County Public Schools.

**Section 2** The organization shall be coordinated through the Office of Student Leadership however, CRASC positions, policies, and initiatives **do not** reflect the positions or opinions of the Superintendent, AACPS Staff, or Board of Education.

**Section 3** CRASC may 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 Public School students are considered a member of CRASC.

**Section 2** Each member school shall be entitled to a number of votes determined by school population, as specified in Article XI. CRASC Executive Board members are not included in a school's total number of votes. The votes shall be distributed as follows:

- A. The voting delegates who attend each meeting shall possess full rights to vote, introduce motions, and debate.
- B. The Executive Board members who attend shall possess full rights to vote, introduce motions, and debate.
- C. Observing delegates shall be limited to rights to motion and debate only. Observing delegates are delegates that are not granted a vote based on their school.
- D. 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 shall rest in the legislative body known as the General Assembly. The General Assembly shall consist of the delegates, CRASC elected officers, and appointed staff.

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

- A. To vote to approve any constitutional or platform changes by a two-thirds (2/3) majority vote.
- B. To overrule the veto of the President upon a three-fourths (3/4) majority.
- C. To overrule the Executive Board by a two-thirds (2/3) majority vote.

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

**Section 4** The CRASC General Assembly shall meet as available and necessary during the school year.

**Article V**  
**Executive Board**

**Section 1** All elected officers and appointed staff shall have a vote on the Executive Board. The opinions of representatives from member schools shall be recorded but will not receive a vote.

**Section 2** Powers and duties of the Executive Board:

- A. To coordinate the activities of CRASC.
- B. To execute the policies approved by the General Assembly.
- C. To make recommendations to the General Assembly and to the Student Organizations of the member schools.
- E. Two-thirds of voting Executive Board members present at an official meeting will constitute an official position on behalf of the organization.
- F. To advocate on behalf of the students according to CRASC's Platform.

**Section 3** All Executive Board meetings shall be governed by Robert's Rules of Order, *Newly Revised*, unless otherwise designated by the CRASC President.

**Section 4** A simple majority of the voting Executive Board Members present at an Executive Board Meeting constitutes a quorum.

**Section 5** Membership on the Executive Board is open to any secondary student interested in joining.

**Section 6** Voting members of the Executive Staff are outlined in Article VII.

## **Article VI**

### **Elected Officers**

**Section 1** The elected officers of CRASC shall be the President, Vice President, the Secretary of Legislation, the Secretary of Education, the Secretary of Service, the Secretary of Communication, and the Middle School Coordinator.

**Section 2** The officers shall assume the necessary responsibilities of the office of President in the following order, if one or more officers is absent: Vice President, Secretary of Legislation, Secretary of Education, Secretary of Service, Secretary of Communication, 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 members of the Executive Board.
- D. To reserve the right to veto any decision made by the General Assembly.
- E. To revise the CRASC Constitution.
- F. To create any temporary committee necessary to the organization, subject to a two-thirds majority approval of voting Executive Board members.
- G. To perform all other duties required by the office.

**Section 4 The Vice President's powers and duties:**

- A. To perform the duties of the president in the event of his/her absence.
- B. To act as the official liaison to the Teen Advisory Council.
- C. To approve funds used by the organization.
  - 1. Requests can be made by any member of the Executive Board.
- D. To act as the chairperson for the Ethics Committee.
- E. The Chief of Staff shall assume the roles if the Vice President is unavailable.

**Section 5 The Secretary of Legislation's powers and duties:**

- A. To perform the regional business as requested by the President.
- B. To act as the official liaison to the Maryland General Assembly and other legislative bodies.
- C. To act as the chairperson of the Legislative Liaisons Committee.
- D. To revise the CRASC Platform, subject to a two-thirds (2/3) majority vote by the General Assembly.
- E. To perform duties as assigned by the President.

**Section 6 The Secretary of Education'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 educational concerns.
- B. To act as the chairperson of the Educational Liaisons Committee.
- C. To present a report to the Board of Education at each evening meeting of the month or any other meeting deemed necessary to report at.
- D. To appoint a proxy to give the report in his/her absence.
- E. To perform duties assigned by the President.

**Section 7 The Secretary of Service's powers and duties:** organizations.

- A. To act as the chairperson of the Community Action Committee.
- B. To establish partnerships between CRASC and community.
- C. To perform duties as assigned by the President.
- D. To report the official numbers of one-half ( $\frac{1}{2}$ ), two-thirds ( $\frac{2}{3}$ ), three-fourths ( $\frac{3}{4}$ ), and four-fifths ( $\frac{4}{5}$ ) majorities directly to the Parliamentarian for his/her personal records.

**Section 8 The Secretary of Communication's powers and duties:**

- A. To maintain a 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 coordinate the communication between CRASC, member schools, and the community at large.
- D. To maintain an **online** presence for CRASC.
- E. To act as the chairperson of the Liaisons Committee.
- F. To perform duties as assigned by the President.

**Section 9 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 students and the region.
- C. To aid middle schools in the development of their own student organizations.
- D. To act as the chairperson of the Middle School Council.
- E. To perform duties as assigned by the President.

**Section 10 Removal of Office**

- A. An individual holding an elected office or appointed position is subject to removal of office. The grounds for removal of office include but are not limited to: negligence, misconduct in schools, failure to attend meetings, excessive unjustified absences without notice.
- B. A student with a concern that could remove a student from an office/position shall submit an official complaint with their concern to the CRASC Advisor and/or the CRASC President. If the complaint is about the President, then the complaint shall be submitted to the Vice President.
- C. The CRASC President in consultation with the CRASC Advisor shall evaluate the concern and determine whether to convene the Ethics Committee to decide on removal of office. If the complaint is about the CRASC President, then the Vice President shall evaluate the complaint and determine whether to convene the Ethics Committee to decide on removal from office.
- D. For a student to be removed from office/position, the Ethics Committee must have a unanimous vote.

## **Section 11 Vacant Office**

- A. In the event of a vacant office/position due to removal of office, resignation, or lack of candidates, the application process will be reopened for candidate review. The President will nominate a student to serve in that role in adherence to this process. Should a vacancy occur on a committee, the President will consult members of said committee. Final approval of the new appointment is subject to a two-thirds (2/3) vote of the Executive Board.
- B. In the event of a vacant presidency, the Vice President shall assume the position of President and appoint a new Vice President subject to the approval of the Executive Board by a two-thirds (2/3) vote.

## **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 aid the President in any legislative affairs.
- C. To act as consultant regarding the constitution and bylaws.
- D. To suggest amendments to the constitution.

### **Section 2 The Chief of Staff's powers and duties:**

- A. Aid the officer team in any way possible.
- B. Keep the President informed of all his/her activities and progress, and make a monthly report to the President.
- C. Assume the duties of the Vice President in their absence.

### **Section 3 The Equity Officer's powers and duties:**

- A. To chair the Equity Committee
- B. To perform duties as assigned by the President.
- C. To conduct ethics training, as needed.**

### **Section 4 Outreach Coordinator**

- A. Promote CRASC involvement within ALL secondary schools.
- B. Solicit participation from underrepresented schools.
- C. Encourage student voice be included in AACPS committees.

### **Section 5 Wellness Liaison**

- A. Serve as a student member on any mental health-related committees in AACPS or with Anne Arundel County.
- B. Represent the views of students from AACPS and speak about issues and concerns related to student mental wellness.
- C. Serve as the student member of the AACPS Wellness Council, a committee that meets monthly to discuss wellness initiatives within AACPS and Anne Arundel County.

**Section 6 Co-Chairs' powers and duties:**

- A. The Legislative Liaisons Committee, Educational Liaisons Committee, Community Action Committee, Media Liaisons Committee, Middle School Council, and Equity Committee all are eligible for the appointment of up to two co-chairs (*except for the middle school council*).
- B. Co-Chairs perform the duties as assigned by the chairperson or President.
- C. If it is deemed unnecessary to have two Co-Chairs for any committee, then a seat may remain vacant.

**Section 7 Voting Members Include:**

- A. Elected Officers: President, Vice President, Secretary of Legislation, Secretary of Education, Secretary of Service, Secretary of Communication, and Middle School Coordinator.
- B. Appointed Staff: Two Co-Chairs of Legislative Liaisons Committee, Two Co-Chairs of Educational Liaisons Committee, Two Co-Chairs of Community Action Committee, Two Co-Chairs of Media Liaisons Committee, Three Co-Chairs of Middle School Council, Two Co-Chairs of Equity Committee, Chief of Staff, Parliamentarian, Outreach Coordinator, Wellness Liaison.
- C. The maximum amount of Executive Staff votes is 24.

**Section 8 The CRASC Advisor:**

- A. The Advisor of this organization shall 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. If it is deemed necessary unanimously by the Executive Board and four-fifths (4/5) vote of the General Assembly, CRASC shall lobby to request a replacement for the CRASC Advisor.

**Article VIII  
Standing Committees**

**Section 1 The Ethics Committee**

- A. Purpose
  - 1. To evaluate any ethics issues that may result in a student being removed from an office or appointed position.
  - 2. The committee members shall be nominated by the first general assembly of the year and will be nominated by the President, subject to the approval of the General Assembly by a two-thirds (2/3) vote.
  - 3. Any student that is unable to sit on the Ethics Committee when convened will have a proxy appointed by the CRASC Advisor.
  - 4. To evaluate any ethics issues that are submitted during the SMOB and Officer Elections.

- a. All decisions issued by the Ethics Committee will be binding and may result in a recount of the election results or the disqualification of a candidate by a unanimous vote.

B. Membership

1. The Vice President shall act as the chairperson of this committee.
2. The committee will consist of: the President, the Parliamentarian, two high school students at large, and two middle school students at large.

**Section 2 The Legislative Liaisons Committee**

A. Purpose

1. To establish CRASC positions on legislative issues relevant to youth in the Maryland General Assembly with approval of the executive staff by a two-thirds (2/3) vote.

B. Membership

1. The CRASC Secretary of Legislation shall act as the chairperson for the Legislative Liaisons Committee.

**Section 3 The Educational Liaisons Committee**

A. Purpose

1. To establish CRASC positions on educational issues with approval of the executive staff by a two-thirds (2/3) vote.

B. Membership

1. The CRASC Secretary of Education shall act as the chairperson for the Educational Liaisons Committee.

**Section 4 Community Action Committee**

A. Purpose

1. To establish CRASC positions on environmental issues and to report on environmental opportunities for students.
2. To inform and encourage students to participate in community service opportunities.
3. To provide students with an outlet to receive information on community affairs.

B. Membership

1. The CRASC Secretary of Service shall act as the chairperson for the Community Action Committee.

**Section 5 Media Liaisons Committee**

A. Purpose

1. To disseminate information about CRASC activities and events.
2. To provide feedback to the President and Executive Board about CRASC activities and events.
3. To maintain the CRASC website and online presence.

B. Membership

1. The Secretary of Communication shall act as the chairperson for the Media Liaisons Committee.

## **Section 6 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.
3. To maintain contact with all middle schools using a school-based liaison.

### **B. Membership**

1. The Middle School Council shall be chaired by the Middle School Coordinator.

## **Section 7 Equity Committee**

### **A. Purpose**

1. To report on equity concerns in AACPS
2. To provide equity training to Executive Staff and General Assembly Members.

### **B. Membership**

1. The Equity Officer shall act as the chairperson for the Equity Committee.

## **Section 8 Membership of Standing Committees**

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

## **Section 9 Presidential Authority on Standing Committees**

- A. The President may create any new committees each year without constitutional amendment with two-thirds (2/3) approval by the Executive Board.
- B. The President may disband any of the committees for one year without a constitutional amendment subject to two-thirds (2/3) vote of the Executive Board.

## **Article IX Amendments**

**Section 1** Prefilled – Amendments prefilled within 30 days of a General Assembly to the CRASC Advisor and President shall require a two-thirds (2/3) vote of the General Assembly.

**Section 2** Spontaneous – Amendments that are not prefilled 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 or President shall review the amendments, and may make any grammatical changes provided he/she does not change the intent of the amendment.



**Article X**  
**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. Candidates for the office of Middle School Coordinator must be a middle school student during the term in which they serve.

**Section 2 Academic Requirements**

- A. All officers will maintain academic standards in accordance with the Board Policy for extracurricular activity eligibility ( $\geq 2.0$ ) or be placed on probation until a successful report is presented to the CRASC Advisor for reinstatement.

**Section 3 Elections**

- A. All elections conducted by CRASC will be governed under the Standing Election Rules in Article XII.

**Section 4 Ethics Violations**

- A. Any violations of the election rules are to be reported to a member of the Ethics Committee or the Office of Student Leadership. This will convene the Ethics Committee to evaluate the violation and make a ruling.

**Article XI**  
**Voting**

**Section 1** Each middle school shall be apportioned the following number of voting delegates:

<b>Enrollment</b>	<b>Votes</b>
1 – 300	2 votes
301-600	4 votes
601- 900	6 votes
901-1200	8 votes
1201-1500	10 votes
1501-1800	12 votes

**Section 2** Each high school shall be apportioned the following number of delegates:

<b>Enrollment</b>	<b>Votes</b>
1-1200	8 votes
1201-1500	10 votes
1501-1800	12 votes
1801-2100	14 votes
- 2101-2400	16 votes

**Section 3** Each specialty or charter/contract school shall be apportioned the following number of delegates:

<b>Enrollment</b>	<b>Votes</b>
1-300	2 votes
301- 600	4 votes

**Section 4 Additional Voting Delegates**

A. Each middle school may send the following number of additional delegates from the following categories to all election events:

<b>Category</b>	<b>Enrollment 1-900</b>	<b>Enrollment 901+</b>
Arts (including but not limited to music, drama, chorus)	1	1
Athletics	1	1
Miscellaneous Activities (Yearbook, NJHS, newspaper)	1	2

B. Each high school may send the following number of additional delegates from the following categories to all election events:

<b>Category</b>	<b>Enrollment 1-1200</b>	<b>Enrollment 1201+</b>
Arts (including but not limited to music, drama, chorus)	1	2
Athletics	1	2
Miscellaneous Activities (FBLA, Yearbook, NHS, Key Club)	2	2

C. Each specialty or charter/contract school may send the following number of additional delegates from the following categories to all election events:

<b>Category</b>	<b>Enrollment 1-300</b>	<b>Enrollment 301+</b>
Arts (including but not limited to music, drama, chorus)	1	1
Athletics	1	1
Miscellaneous Activities (Yearbook, NJHS, newspaper)	1	2

**Article XII  
Standing Election Rules**

**Section 1: Purpose of the Election Standing Rules**

- A. This document serves to establish uniform standards for all elections held by the Chesapeake Regional Association of Student Councils. All candidates, delegates, and officials shall abide by these rules in the process of electing CRASC officers and the Anne Arundel County Student Member on the Board of Education of Anne Arundel County.
- B. Violation of the rules listed in this document is grounds for investigation and the possible disqualification of a candidate by the CRASC Ethics Committee.

## **Section 2: Candidate Campaigning and Electioneering**

A. Campaigning and Electioneering is defined as:

*The direct statement of one's candidacy to voting delegates; the act of persuading voters to bolster one's candidacy; the act of distributing materials directly related to a candidate by that candidate and/or the candidate's campaign staff; any action that is directly related to assisting a person's candidacy. Buying and preparing materials does not constitute Campaigning and Electioneering.*

B. Nominee is defined as:

*A student who is in the process of pursuing election or appointment to an official office but who has not received an official notice of candidacy, pending interviews or the closing of a nomination period.*

C. Candidate is defined as:

*A student who is in the process of pursuing election or appointment to an official office and who has received an official notice of candidacy.*

## **Section 3: Nomination**

- A. A student's pursuit of an elected position must begin with a nomination. A student shall be nominated to run for an elected office by submitting a completed nomination form to the Office of Student Leadership within the designated nomination period.
- B. A public statement, announcing the names of all nominees, shall be issued at the end of the nomination period. This announcement may be released by the Office of Student Leadership or the AACPS Communications Office, within 24 hours of the nomination deadline.
- C. All candidates for Student Member of the Board of Education (SMOB) 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:
1. Attend at least one CRASC General Assembly and one CRASC Executive Board meeting in the year he/she is seeking nomination.
  2. Submit a resume to the Office of Student Leadership & Involvement by the designated deadline(s).
  3. Provide three letters of recommendation (one from a teacher, their high school principal or the advisor of a school recognized club/ activity, and one additional adult).
  4. If the sitting President is a finalist for SMOB, from the nominee announcement to election day results, the Vice President shall assume full responsibilities of the President. Should both the President and Vice President be finalists, CRASC shall follow this succession plan: Chief of Staff, Secretary of Legislation, and Secretary of Education.

## **Section 4: Interviews**

- A. If there are four or more nominees after the nomination period closes, there will be an interview process by an interview panel to narrow the selection to three candidates.

B. For the SMOB elections, this interview panel shall consist of the following positions with the final approval of the executive staff by a two-thirds (2/3) vote. All nominees are scored on a specific rubric by panel members. Scores, interviewer comments, letters of recommendation, and written responses will determine the three finalists. The CRASC Advisor will facilitate the interviews but not score candidates.

1. The highest-ranking member of the CRASC executive staff who can participate without a conflict of interest.
2. A member of the current Board of Education, preferably the current SMOB, unless this presents a conflict of interest.
3. A representative of the Superintendent, such as the CRASC Advisor.
4. A middle school student at-large to be selected by the CRASC Advisor and approved by the CRASC President. Said student must be a member of a student organization, other than CRASC.
5. A high school student at-large to be selected by the CRASC Advisor and approved by the CRASC President. Said student must be a member of a student organization, other than CRASC.
6. A representative of an employee bargaining unit such as AEL, TAAAC, or SAAAC or a senior staff member of AACPS.

#### **Section 5: Campaign Advising**

- A. Candidates are allowed and encouraged to seek campaign advice from the Office of Student Leadership. Candidates may also receive advice from any school-based teacher, administrator, or counselor.
- B. Candidates may not seek advice from any current member of the Board of Education or CRASC Elected Officers.
- C. Candidates may not receive advice or consultation from any professional publicity firms, campaign managers, or political parties.

#### **Section 6: Campaign Activities**

- A. Campaign activities will not be limited to the day of the election. Online campaigning may begin once finalists are announced.
- B. Electronic campaigning through social media outlets will be monitored by Office of Student Leadership and must be independent from a candidate's personal account.
- C. Candidates will have equal opportunities to participate in a schedule of activities, including, but not limited to: Question and Answer sessions, debates, public speeches, interviews, and attendance at public events.
- D. A full schedule of all campaign activities shall be made available prior to the opening of the nomination period.

#### **Section 7: Campaign Staff**

- A. Campaign Staff is defined as any delegates or observers who distribute campaign materials and make general announcements about a candidate.
- B. A list of campaign staff will be submitted to the CRASC Advisor and the CRASC Ethics Committee on the day of the election, prior to the arrival of delegates.
- C. Student Board Member Candidates shall be allowed 10 official campaign staff, while candidates for all other offices shall be allowed five official campaign staff. Any member of the interview panel cannot be on a campaign staff.

## **Section 8: Ballots**

- A. All CRASC-sponsored elections shall be held by secret ballot.
- B. If possible, ballot counting shall be overseen by an external firm.
- C. In the event that an external firm is unable to oversee ballot counting, the counting shall be conducted using an electronic method such as scantron machines or software.
- D. Ballots shall only be counted and handled by the CRASC Advisor, a school-based leadership advisor whose school does not have a candidate running for office, or approved representatives of an external firm.
  - 1. In all elections the candidate receiving the most votes will be declared the winner. A majority is not needed.
  - 2. A runoff election will only be conducted if it is necessary to determine a winner between two candidates receiving the exact same number of votes.

## **Section 9: Campaign Finance**

- A. Campaign spending limits will be set by the Office of Student Leadership and will be outlined prior to the opening of the nomination period.
- B. On the day of the election, all candidates must submit a detailed accounting of their campaign expenses.
- C. Candidates may accept donations from private persons or businesses but must disclose the origins of the donations and the value of all goods and services on their campaign finance reports.
- D. The following expenses may be provided by a candidate's school or by the Office of Student Leadership and may be excluded from the campaign finance report.
  - 1. Use of printers, computers, and tablets;
  - 2. Markers, pens, and paints that may be reused; and
  - 3. Tape, tacks, pins, or clips used for hanging and display of campaign materials.