

## **SPONSOR ORGANIZATION GUIDELINES**

### *OKLAHOMA ASSOCIATION OF MIDDLE AND JUNIOR HIGH STUDENT COUNCILS*

**ARTICLE I - NAME** The name of this organization shall be the Oklahoma Association of Middle and Junior High Student Council Sponsors.

**ARTICLE II - PURPOSE** The purpose of this organization shall be: A. To assist the student organization in planning and executing their program. B. To assist the host school in whatever capacity needed

**ARTICLE III - MEMBERSHIP** Members shall be classified as follows: A. Active members shall be current sponsors of the member councils in the state organization. B. Honorary members shall be those adults who may accompany students as chaperones to the state convention and who have paid a Sponsors' fee. C. Only active full time Student Council Sponsors will be allowed to vote.

**ARTICLE IV - OFFICERS AND TERMS** Section 1. The officers shall be a President, Vice-President, Secretary, and Executive In the absence of a board member willing to fulfill the roll of Secretary the board may appoint a current school sponsor to fulfill the duties of Secretary. Director. These officers (excluding the Executive Director) shall be elected from the eight (8) members of the Executive Board . They will serve two years. Region 1,3,5,7 will be elected during odd numbered years and region 2,4,6,8 will be elected during even numbered years. Section 2. The President, Vice-President, and Secretary shall each be elected for a term of one year. Section 3. The Executive Director shall serve for a term of three years.

**ARTICLE V- DUTIES OF OFFICERS** Section 1. The duties of the **President** shall be: A. To preside at all meetings of the sponsors' organization according to Robert's Rules of Order, Revised. B. To fill by appointment any vacancy in office. If there is a vacancy in the office of Executive Director, the president will appoint an interim Executive Director to serve until the fall leadership conference, at which time a new Executive Director shall be elected to a new three—year term. C. To appoint a temporary secretary in the absence of the secretary. D. To appoint a Corporation Bylaws and Organizational Guidelines committee, if needed, and a nominating committee at least three weeks prior to the annual convention. E. Conduct and Coordinate a Spring Sponsor's Workshop. Section 2. The duties of the **Vice-President** shall be: A. To act with full power in the absence of the President. B. To assist the President in carrying out his or her duties. Section 3. The duties of the **Secretary** shall be: 2 A. To keep records of all meetings. B. To have copies of the minutes of the several convention sponsors' meetings presented to the Executive Director prior to leaving the convention. C. To prepare a constitution with all approved revisions to be presented to the Executive Director at the close of the conference. D. Send a congratulatory letter for the newly elected School Officers and Board of Directors to their District Superintendent, Principal and local newspaper. Section 4. The duties of the **Executive Director** shall be: A. To prepare and distribute the Newsletter. B. In anticipation of expenses to be incurred, the Executive Director will receive 40% portion of each school membership fee from the OAMJHSC Treasury at the close of the conference. When expenses exceed this amount, additional funds will be provided upon request. The Executive Director shall provide an accounting of these additional funds. C. To serve as an advisor to Student Council organizations statewide. D. To keep the National Association informed on state activities. E. To itemize a list of suggestions and details to give the host school. F. To assist in organizing new councils. G. To act as consultant to schools where Student Council problems arise. H. To be ready to assist host schools whenever necessary. I. To try to keep the state councils informed as to the activities of the National Student Councils. J. To be in charge of the installation of newly elected

student officers. A copy of the installation service shall be given to each of the state officer elect. K. To prepare a current roster of member schools and sponsors from the host school records and other available sources. L. The minutes of the conference sent by the Secretary School shall be filed as permanent records kept by the Executive Director. M. The Executive Director's term of office will end in April following the conference.

**ARTICLE VI - ELECTIONS** Section 1. Elections for board offices shall be held at the winter board meeting. All elected board members are eligible for office and will vote on the fulfillment of said offices. Section 2. Only active full time Student Council Sponsors may vote. Section 3. Elections shall be by secret ballot if deemed necessary. Section 4. A majority of those present shall be necessary for election to an office.

**ARTICLE VII - AMENDMENTS** Section 1. Amendments may be adopted by a two-thirds vote of the members present. The proposed changes become effective immediately. Section 2. The Corporation Bylaws and Organization Guideline Committee may be appointed to review the said and make recommendations at each convention for any suggested changes.

**ARTICLE VIII - PROCEDURES** Section 1. Any member may notify the President Sponsor and/or Executive Director when any provision of the Sponsor or Student Constitution is not followed. Any such notification will be followed up in writing. Section 2. The President Sponsor and/or Executive Director will correspondent to Section One, notify other members of the Executive Board. The Executive Board may 3 take whatever action is deemed necessary to rectify the problem. Section 3. If any discrepancies arise between this document and the Corporation Bylaws, the Corporation Bylaws will supersede.