

# WOODLAND HIGH SCHOOL ASB CONSTITUTION

## ARTICLE I: NAME AND PURPOSE OF ORGANIZATION

### Section A: Name

The name of this organization shall be the Associated Student Body of Woodland High School.

### Section B: Purpose

The purpose of this body shall be to promote and to govern student activities, both educational and recreational.

## ARTICLE II: MEMBERSHIP

### Section A: ASB Membership

1. The student body shall be composed of students enrolled in Woodland High School.
2. The Associated Student Body (ASB) Executive Team shall be composed of students enrolled in Woodland High School

### Section B: Entitlements

1. Holders of ASB cards are entitled to:
  - a. free admission to all Woodland High School athletic events that are not postseason.

## ARTICLE III: STUDENT SENATE

### Section A: Student Senate Composition

The ASB Student Senate shall be composed of:

1. Elected ASB Executive Team Officers.
2. Representatives from each active club/class in school (ex: Sophomore Class Senators)
3. Elected Representatives from each advisory class or English class

### Section B: Student Senate Business

The Student Senate shall:

1. Transact all business that would not justify calling a meeting of the total student body.
2. Charter or dissolve any organization of the student body with due cause.
3. Approve all fundraisers
4. Raise concerns from the student body
5. Communicate business from the school board to the student body

### Section C: Voting Process during Student Senate Meetings

1. When voting on new and old business items, each club/class may receive one vote.
2. Each advisory class or English class shall receive one vote.
3. A student may not act as a voting member for more than one club.
4. The ASB President shall call for a vote via delegate voting placard. Each club and class shall raise their placard to indicate "yes" or "no".
5. The ASB Secretary shall take notes of the delegate vote and record the voting record of each club or class present at the Senate meeting.
6. The ASB President shall communicate whether the measure was approved or denied.

## ARTICLE IV: OFFICERS/EXECUTIVE COUNCIL

### Section A: Executive Team Officers

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1. The Executive Team Officers of the A.S.B. shall be:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Communications Officer
  - f. School Board Representative
  - g. Running Start Correspondent
  - h. TEAM High School Representative
  - i. Senator at Large- Multilingual
  - j. Senator at Large- Cascadia
2. These officers shall perform the usual duties relative to their respective offices and constitute the Executive Team of the ASB of Woodland High School (See Article V).

## **Section B: Qualifications**

1. Must possess an ASB card for the year elected and the year in office.
2. To be eligible for election to an ASB office a person must have an accumulative grade point average of 2.5 or better.
3. A student may hold only one ASB Executive Team office.
4. The ASB President, Vice President, Secretary, Treasurer, Board Representative, Senator at Large- Cascadia, and Running Start Correspondent shall be a member of the Junior or Senior Class for the year in office.
5. In case of vacancy, the above listed positions, for the exception of Running Start Correspondent, could be made available to members of the Sophomore Class by appointment to the Senate.
6. The ASB Communications Officer, Senator at Large- Multilingual, and TEAM High School Representative shall be a member of the Sophomore, Junior, or Senior Class for the year in office.
7. The ASB Running Start Correspondent shall be enrolled in Running Start for the year in office.
8. The TEAM High School Representative shall be enrolled or co-enrolled at TEAM High School for the year in office.
9. The ASB President and Vice President must be enrolled at WHS as a full time student, attending at least five class periods during the year of service.
10. The Secretary, Treasurer, Communications Officer, and School Board Representative must be enrolled at WHS and attend at least three class periods a day during the year(s) of service.
11. The Senator at Large- Cascadia must be enrolled at Cascadia Tech Academy during the year of service.
12. The Senator at Large - Multilingual must be enrolled at WHS and attend at least three class periods a day during the year of service.
13. The ASB Advisor shall be the Principal of Woodland High School, and/or a member of the Woodland High School Staff appointed by the Principal or Assistant Principal.

## **Section C: Vacancy**

In the case of a non President ASB Office vacancy, the Senate will nominate from the floor and elect a person to fill the vacated office. Exceptions to this policy include the Office of ASB Treasurer and Senator at Large - Multilingual, which is always appointed and class/club representatives, which shall be elected by the class or club in which the vacancy occurs.

## **ARTICLE V: DUTIES OF OFFICERS**

### **Section A: Presidential Duties**

He/She shall preside over meetings of the ASB and Senate. He/She shall be responsible for setting the agenda for all ASB and Senate meetings. He/She shall be responsible to make sure the other officers are carrying out their duties. He/She shall be responsible for the daily bulletin broadcast.

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## **Section B: Vice Presidential Duties**

In case the Office of President becomes vacant by resignation or otherwise, the Vice President shall assume the duties of the President. He/She shall also coordinate the development of yearbook sections on ASB affiliated clubs with yearbook staff. He/She shall also assist the ASB Treasurer with fundraiser reconciliation. The ASB Vice President shall be responsible for communication with club/class advisors.

## **Section C: Secretary Duties**

The Secretary shall keep an accurate account of the Senate and all A.S.B. meetings. He/She shall have charge of all correspondence of the ASB of Woodland High School. The records will be stored in the ASB Advisor's Office/Room. He/She shall collect and organize all minutes from each club/class meeting. The Secretary shall communicate with class, club, and GRIT/English senators.

## **Section D: Treasurer Duties**

The Treasurer with the aid of a staff member appointed by the Principal and/or the ASB Advisor for a term of two years, unless otherwise agreed upon by the ASB School Treasurer, shall have charge of the Woodland High School ASB accounts and financial transactions. The Treasurer shall co-sign all purchase orders and vouchers to pay A.S.B. bills. The ASB Treasurer is responsible for managing all ASB affiliated clubs and sport fundraisers.

## **Section E: Communications Officer**

The Communications officer shall create media content that promotes the activities of the ASB. upon approval of the ASB Advisor.

## **Section F: School Board Representative Duties**

He/She shall attend all School Board meetings and report back to the Executive Team and ASB Senate and perform other duties, such as a biweekly School Board Report, as given by the School Board. This position serves for a term of two years.

## **Section G: Running Start Correspondent Duties**

He/She shall serve as a correspondent between the Executive Team, ASB Senate, and the students dually enrolled at Woodland High School and Running Start. He/She shall communicate frequently with Running Start students, sharing pertinent information regarding upcoming events and ASB business.

## **Section H: TEAM High School Representative Duties**

He/She shall serve as a correspondent between the Executive Team, Senate, and the students enrolled at TEAM High School. The student shall communicate frequently with TEAM High School students, sharing pertinent information regarding upcoming events and ASB business.

## **Section I: Senator at Large Duties**

He/she shall serve as a correspondent between the Executive Team, Senate, and the students they represent. The senators at large shall communicate frequently with their constituents, sharing pertinent information and representing the needs of their populations. These positions are appointed by the ASB Director in consultation with the Principal and the ASB Executive Team.

## **Section J: Advisor Duties**

He/She shall attend all meetings of the ASB Senate and Executive Team and act in an advisory capacity only with no voting power.

## **ARTICLE VI: INSTALLATION OF OFFICERS**

### **Section A: Process**

The installation of officers shall be an informal one at a meeting of the student body. Each outgoing officer shall introduce the incoming officer. Their participation in this ceremony shall signify

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their acceptance of the position.

## **Section B: Oath**

The following oath of office is mandatory:

"I solemnly swear to uphold and support the Constitution of Woodland High School, to be a good citizen in my school and my country. I will faithfully perform the duties of my office."

## **Section C: Time and Place**

The installation of officers will take place at the end of the year awards assembly or at another assembly as determined by the Executive Team.

## **ARTICLE VII: ELECTIONS**

### **Section A: Process**

ASB elections for Woodland High School shall be conducted as follows:

Students will file for office with a written statement of candidacy. This statement will include the title of the office being sought, the reason for running, and the qualifications. This statement shall be given to the ASB Advisor. Primary Elections, if necessary, will be held at a date approved by the ASB Advisor. The General Election will be held thereafter on a date approved by the ASB Advisor. Candidates will have an opportunity to address the student body prior to each election. Winner will not take office until after their installation.

### **Section B: Eligibility for Voting**

Freshman, Sophomore, and Junior members of the student body at Woodland High School, are eligible to vote for ASB Officers in the Spring Elections. TEAM High School students will vote for the TEAM High School Representative in the Fall.

### **Section C: Treasurer and Senators at Large Appointments**

Immediately after the Spring Election, the Principal shall appoint the Treasurer and Senators at Large, based on feedback from the ASB Advisory and the Woodland High School Secretary managing ASB funds. The Senators at Large shall be appointed after consultation with the Principal, ASB Executive Team, and ASB Advisor.

## **ARTICLE VIII MEETINGS**

The ASB Executive Team of Woodland High School shall schedule a meeting whenever the ASB President or ASB Advisor deems it necessary. Scheduling must be approved by the Principal or ASB Advisor.

## **ARTICLE IX: AWARDS**

### **Section A: ASB Affiliated Awards**

The Executive Team may purchase awards given by all ASB affiliated activities and clubs

### **Section B: Other Awards**

Individual clubs or organization awards will be determined by advisors.

## **ARTICLE X: AMENDMENTS**

Amendments to the Constitution must be submitted to the Senate together with a petition signed by 10% of the student body. The Senate will submit the

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amendment(s) to the student body for consideration and a vote. The Executive Council may propose an amendment for consideration to the Senate without seeking a petition signed by 10% of the Student Body. It takes a  $\frac{2}{3}$  vote of those present at the Senate meeting to approve an amendment.

## **ARTICLE XI: APPROVING CONSTITUTIONS**

New or revised club or organizational constitutions shall be submitted to the Senate at a formal meeting and voted on at the next meeting. A simple majority is necessary for approval.

## **ARTICLE XII: DISCIPLINE OF ASSOCIATED STUDENT BODY OFFICERS**

ASB Executive Officers and Class Senators can be suspended from their duties for inappropriate conduct which reflects negatively upon the Senate and the Associated Student Body of Woodland High School. The Advisor will be in charge of disciplining the officers and senators. Officers and senators may appeal to the Principal (or designee) within 3 school days of the suspension. The Principal must render a decision within 2 school days of the appeal. The officer or senator may further appeal to the Superintendent within 3 school days. The Superintendent's decision is final and must be rendered within 3 school days of the appeal. The suspension will be enforced during the appeal process unless waived by the Advisor or the Principal.

## **ARTICLE XIII: BUYING UNIFORMS FROM THE ASSOCIATED STUDENT BODY**

Students, community members, and coaches may purchase uniforms from the Associated Student Body with the permission of the coach and athletic director. The purchase price will be reduced 50% per school year for each year in service. The purchase price may be increased to offset the cost of replacement uniforms. The sale of uniforms should be those uniforms that have been designated "out of service" and will not be used by the school in future years unless extenuating circumstances exist.

## **ARTICLE XVI: CLASS SENATORS**

The Freshman, Sophomore, Junior, and Senior Classes will send four senators to serve as representatives to the ASB Senate meetings. These senators will seek input from their classmates to best represent their class needs. Elections for class senators will take place at the same time as ASB Executive Officer elections. If there is a vacant senator position, the Class Advisor, working with the ASB Advisor and the elected class senators will appoint a student to the open position.