

# Medical Lake High School - ASB Constitution

*(Revised March 27, 2019)*

**Constitution Preamble:** We, the students of Medical Lake High School, in order to secure our rights and privileges: promote the democratic welfare of our school through citizenship training; promote group activities among ourselves, the high school faculty, and the community; and to develop school pride due hereby adopt this constitution.

## **Article I – Medical Lake High School**

**Name:** The name of this organization shall be the Associated Student Body of Medical Lake High School.

**Membership:** All students in attendance at MLHS shall be members of this organization upon enrollment. There shall be no discrimination against anyone regardless of sexual orientation, gender identity, race, or creed.

**Colors/Mascot:** The school colors of MLHS shall be cardinal red and white. The mascot shall be the cardinal.

## **Article II – Student Council**

### **Section 1 – Membership & Purpose**

**Purpose:** Student Legislature shall be a select group of individuals elected by the ASB. The purpose of the group shall be:

- To enhance communication between students, administration, faculty, and community.
- To assist in the betterment of the school and community.
- To organize and execute student activities by encouraging involvement and school spirit.
- To unite administration, faculty, and students by working together as one.

**Members:** The members of the Student Legislature consist of the following:

#### **Five Executive Officers**

- Executive President
- Executive Vice President
- Executive Treasurer
- Executive Justice
- Executive Secretary

#### **Five Class Officers**

- Class President
- Vice President
- Treasurer
- Secretary
- Public Relations Officer

## **Section 2 - Duties, Guidelines, and Qualifications**

**Duties:** The duties of each member shall be followed according to the responsibilities outlined by this Constitution. (*Article IV, Bylaw I*)

Each member shall carry out the following guidelines. Proven failure of these will result in probation or removal from office explained in this constitution. (*Article II, Section 3*)

- A voluntary contract signed that prohibits the use or abuse of tobacco, drugs, alcohol, or violation of state law or school rules or regulations. Student's must agree to join the Washington Drug Free Youth program (W.D.F.Y.)
- Must conduct themselves in a manner consistent with the ideals and guidelines of MLHS and the community. This shall be judged by the advisor and administration.
- Excessive absences without justified reasoning may forfeit an individual's right to hold office. Being 15 minutes tardy to any class (including Zero Hour) may be considered.
- Excused absence; each member is only allowed three unexcused absences per quarter. Exceeding this limit may result in probation (defined in *Section 3* below).
- Each class officer must purchase an ASB card and maintain a GPA of at least 2.5.
- Each executive officer must purchase an ASB card and maintain a 3.0 GPA for the current school year and have held a club or class officer position previously. A person who does not meet these criteria may complete an appeal process that meets the following conditions: Three letters of recommendation (not from a family member), an essay explaining why they want to be an executive officer, a minimum of 2.5 GPA, and present their case in front a special committee consisting of five teachers/staff. A majority of the teachers must approve of the student running for office.
- The Executive President shall be a Junior class member upon his/her election and regularly enrolled in MLHS for two semesters preceding the election. Other Executives may be elected from the current Sophomore or Junior classes and must be enrolled for one full semester preceding his/her election.
- Advisor: The role of the Student Legislator Advisor shall be followed according to the guidelines in the Constitution. (*Article IV, Bylaw 1*)

## **Section 3 - Complaint Process, Vacancies, Probation, and Removal from Office**

**Complaint Process:** This Process must be done with confidentiality.

1. First, a written complaint must be submitted to an Executive Officer or the ASB Advisor. The written complaint must include the name of the person you are filing a complaint against along with the responsibilities/duties they have not complied with.
2. Second, there will be a closed meeting with the Executive Officers and the ASB Advisor. (School administration may be present if necessary).
3. Third, a plan will be drawn up during the closed meeting providing a reasonable solution to the complaint. This may include probation or removal from office if the offense is particularly egregious.
4. Fourth, the plan that was created during the closed meeting will be communicated to all the parties involved.
5. Fifth, if problems persist then further action will be taken by the Executive Officers, the ASB Advisor, and the school administration as deemed necessary.

**Vacancies:** In the event of a vacancy in the office of President, the vice president will succeed. If a vacancy in one of the other Executive board offices occurs, the Executive President will nominate a successor within 15 school days. The successor must be a current club or class officer, and be a sophomore, junior, or senior.

The successor must be approved by a simple majority of the ASB council.

Vacancies from class presidents will be filled by the vice president. Vacancies from the other class officer positions will not be filled. In this scenario the duties will be divided and assigned by the class president.

**Probation:** This will consist of forfeiture of all ASB duties, attending ASB meetings, and any designated ASB related privileges or tasks.

Probation can be enacted under two circumstances:

1. The complaint process identified in this constitution
2. Automatically by the ASB advisor or school administration for failure to meet the items identified in (*Article II, Section 2*) above.

Probation will last a set period of time determined by the complaint process (1) or for a maximum of 30 days in the case for item 2 above. If after 30 days, the duties, guidelines, or qualifications have not been met or resolved, the office will be permanently removed from office.

**Removal from Office:** This will consist of the permanent removal from the currently held position for the remainder of the school year. Underclassmen will be eligible to run for election again for the next school year.

## **Section 4 – ASB Meetings**

**Frequency:** Meetings shall occur twice a month on Wednesdays. Attendance is taken for each ASB meeting.

**Attendance:** Attendance for ASB meeting is mandatory for all Class representatives may only miss a meeting if they have an excused absence that day. Three failures to attend a meeting will result in a student evaluation (*Article II, Section 4*). All class officers and club representatives will sit together in their designated, assigned section. Non-voting members of ASB can sit in the back gallery area and refrain from making comments or voting.

**Voting:** Voting members for all proposals and decisions in an ASB meeting include club representatives and each elected class and Executive Officers. Each officially recognized ASB club may have a maximum of two voting members present at meetings.

**Adopting a Measure/Passing Items:** A simple majority vote of members present is needed to pass a measure. The exception is for constitutional amendments (*Article IV, Section 2*) and when a presidential veto (*Article IV, Section 1*) is exercised.

**Agenda:** The agenda for the student legislature meetings are the responsibility of the Executive President. It shall be prepared before the scheduled meetings. The advisor will be consulted before finalizing the agenda. Each item placed on the agenda must have a person present at the meeting that is accountable for his/her item on the agenda. A member of the Executive Board must be consulted if an ASB member would like to have an item placed on the agenda three days before an ASB meeting.

**Distribution of the Agenda:** The Executive Secretary is responsible for reading the agenda at the beginning of an ASB meeting and providing copies to anyone who requests it.

**Executive Officer Involvement:** Executive officers shall refrain from making or seconding motions unless they are directly involved with a specific issue.

**Committees:** When a decision is made to establish a committee, the initiator of the ideas shall head the committee. Members of the committee shall be volunteers from ASB, and the Executive Justice will act as the coordinator of all committees. Each class must be represented in a committee by having at least one person involved with the committee in student legislature, unless class does not wish to be represented in the committee. The committee must also gain input from members of the student body outside ASB.

**Minutes:** The Executive Secretary is responsible for the explanation of each item on the agenda. After each meeting, he/she shall prepare the minutes with appropriate information. A copy of the agenda and the minutes for each meeting shall be kept in orderly fashion in a file at the business office and uploaded to a publically viewable Google Drive folder.

**Evaluations:** Evaluations of the members of the ASB shall be done by the Executive Board members quarterly based on a scoring rubric. The Executive Vice President will responsible for leading the evaluation and fulfilling documentation. The evaluation should include an officers/representative's attendance of meetings as well as school attendance, maintaining the required GPA (3.0 – Executive Officers, 2.5 GPA – class officers), involvement within ASB and the execution of his/her duties outlined in the Constitution. If an officer/representative fails to meet the guidelines of this constitution, an Executive Officer shall discuss the matter with the member. If the member fails to meet the guidelines, probation/removal from office processes may proceed if Medical Lake's Principal, Vice Principal, and ASB Advisor's all agree the officer/representative is unfit to stay in office.

## **Section 5 - Club/Organization Representatives, Class Officers, and Class Representatives**

**Club/Organization Representatives:** There shall be a Club/Organization Representative for each ASB affiliated Club/Organization at Medical Lake High School. The number of club/organization representatives depends on the number of ASB affiliated Clubs and Organizations there are at MLHS. As a member of the Student Council, each individual must carry out his/her job successfully to ensure communication between their Club/Organization and the Student Council. *(Note: A Club/Organization Representative cannot be a Class President, Vice President, or Executive Officer.)*

**Duties:** The duties of each Club/Organization Representative are outlined in *(Article IV, Bylaw 1)*. The guidelines outlined shall be followed. Failure to complete duties may result in probation/removal from office. The complaint process for Club/Organization Representatives is outlined in Article II, Section III. If a Club/Organization Representative is on probation, another person chosen by the Club members will temporarily take his/her place till the matter is resolved. If the Club/Organization Representative is removed from office the club will have another election to fill the open position.

**Class Officers:** There shall be five class officers. *(Article II, Section 1)*. The group of five officers shall be known as the Class Council and each shall have the title of an officer. As a member of the Class Council, each individual must carry out his/her job successfully to ensure communication between the class and the student council.

**Duties:** The duties of each officer are outlined in (*Article IV, Bylaw 1*). The guidelines followed. Failure to complete duties may result in probation or removal from office. The complaint process for class council members are outlined in (*Article II, Section 3*).

## **Section 6 - Class Meetings**

Class meetings will be held at least four times a year based on a pre-determined schedule drawn up before the beginning of that school year. The class meetings are the responsibility of the class advisor and the elected class officers. An agenda should be created one week before a class meeting.

## Article III - Elections

### Section 1 - Executive Officer Elections

**Nominations:** Nominations for Executive board members will occur during the third school week of March. Interested students will need to obtain a nomination application from the ASB advisor. Fifty student signatures from any class, other than seniors need to sign this form. There shall be no duplicated signatures on applications for the same office. Nominations with duplicated signatures will be invalid. When the application is completed, the applicant must return their application to the Executive Justice or ASB advisor by the second to last Friday in March. Candidates will be notified concerning their eligibility via school email by the last school day in March. Candidates will need to prepare a written campaign speech over spring break.

**Eligibility:** A candidate must have a current grade point average of 3.0 and have previously been elected a class or club officer. A person who does not meet these criteria may complete an appeal process that meets the following conditions: Three letters of recommendation (not from a family member), an essay explaining why they want to be an executive officer, a minimum of 2.5 GPA, and present their case in front a special committee consisting of five teachers/staff. A majority of the teachers must approve of the student running for office. Executives must also be a current sophomore or junior (Executive President Candidates must be a current junior), must be enrolled in at least one quarter prior to the elections, and also have the nomination application completed with fifty signatures. All Executives must be enrolled in leadership during the year of their elected service. while the president must have been in attendance for two full semesters. Executive Officers must be full-time students at MLHS and may not be enrolled in running start.

**Campaigning:** Campaigning will begin the week school resumes after spring break. Candidates may hang signs around the school advertising their candidacy. Candidates should have prepared a written speech no longer than two minutes in length, for a video recording to be played on election day or for live speech in the auditorium/gym. If doing a recording, speeches must be recorded **by the first Wednesday back after spring break**. This speech recording time must be scheduled with the ASB advisor. Speeches can be read via our Chromebook teleprompter or by memory. Speeches must be approved by the ASB Advisor.

**Ballots:** Ballots should include the names of the people running for each position and a short description of the position that they are running for. Ballots will be in electronic form (e.g. Google Form).

**Primary Elections:** Unless there are more than three candidates running for any one office, there is no need for primaries. Any primaries that occur shall be held on the second Monday after returning from Spring Break in April.

**Elections:** Elections shall also be held the third week in April at a date determined by the ASB Advisor. The actual format of the Executive Officer elections shall be under the discretion of, and the responsibility of the Executive Board and ASB Advisor. Possibilities include:

- Election Open Forum
- Word Association
- Question and Answer Period
- Meet the Candidates
- Turn in applications
- Be notified of qualifications
- Voting Procedure

**Tiebreakers:** In the event of a tiebreaker another election would be held for that office at date determined by the ASB advisor.

**Substance Abuse:** Officers and representatives will sign a contract prohibiting their use or abuse of tobacco, drugs, alcohol, or involvement in any other violation of school rules, regulations, or state laws while on or off the school grounds. All elected officials must be willing to sign up for Washington Drug Free Youth (W.D.F.Y).

**Voting Eligibility:** All members of the student body and staff of MLHS shall be eligible to vote.

**Inductions and Ceremony:** Inductions shall be held following the elections, this event will be the responsibility of the Executive President. The ceremony will consist of each current Executive Officer passing their position to the newly elected officer.

## **Section 2 - Class Officer and Representative Elections**

Class officer elections will be held every spring following the Executive Officer elections. The election process should take three weeks to complete. The freshman officers will be elected in the spring at the middle school or the fall of the next school year.

**Nominations:** Nominations for class officers will consist of any eligible student wishing to sign up. Nominations will occur immediately following the conclusion of the Executive elections. Interested students will need to obtain a nomination application from the ASB or class advisor. Applications are in late April at a date determined by the ASB Advisor.

**Eligibility:** A candidate must have a current grade point average of 2.5 or higher and be enrolled in at least one quarter prior to the elections.

**Campaigning:** Campaigning will begin the last week of April. Candidates may hang signs around the school advertising their candidacy. Candidates should have prepared a speech no longer than two minutes for a video recording to be played on election day or for live speech in the auditorium/gym. Speeches can be read via our Chromebook teleprompter or by memory. Speeches must be approved by the ASB Advisor. They may be approved through a script or verbally.

**Ballots:** Ballots should include the names of the people running for each position and a short description of the position that they are running for. Ballots will be in electronic form (e.g. Google Form).

**Primary Elections:** Primary elections shall be held only if four or more candidates are running for the same office.

**Elections:** Elections shall also be held the last full week in April at a date determined by the ASB Advisor. The actual format of the Executive Officer elections shall be under the discretion of, and the responsibility of the Executive Board and ASB Advisor. Possibilities include:

- Election Open Forum
- Word Association
- Question and Answer Period
- Meet the Candidates

Turn in applications  
Be notified of qualifications  
Voting Procedure

**Tiebreakers:** In the event of a tiebreaker another election would be held for that office at a date determined by the ASB advisor.

**Substance Abuse:** Officers and representatives will sign a contract prohibiting their use or abuse of tobacco, drugs, alcohols, or involvement in any other violation of school rules, regulations or state laws while on or off the school grounds. Officers must be willing to join Washington Drug Free Youth

### **Section 3 - Club /Organization Representative Elections**

Club/Organization Representatives will be elected based on club/organizations constitutions and laws. Each club will elect one voting member to attend the ASB meetings to present any information necessary from their club to the ASB. This person would also serve as a liaison between the ASB and the sponsoring club/organization. This person may not be an Executive Officer, Class President, or ASB Representative.

## **Article IV – Veto Power, Amendments, & Bylaws**

### **Section 1 - Veto Power**

If the advisor or administration wishes to veto an item that is brought forth to ASB, he/she must discuss the issue with the Executive Board members prior to announcing his/her veto in order to reach a compromise or eliminate misunderstanding. The Executive President may exercise veto authority. This is subject to two-thirds majority override of the representative members present at meetings. (e.g. If only 30 officers and club representatives are present, 20 members would meet the override threshold.)

**Veto:** A prohibition against a proposed act in its entirety.

**Item Veto:** A prohibition against a specific portion or segment of an act.

**Pass without Approval:** Agreeing to have an activity done, but not personally accepting it.

**Approval:** Agreeing to allow an activity to take place without having any personal objections. If an advisor or principal decides to choose an item veto or a veto, a justification must be filed within three days then filed in the ASB file for public knowledge. The advisor does not have the authority to cancel or postpone any ASB or branched meeting unless he discusses it with the Executive Board.

### **Section 2 – Amendments**

A proposed amendment to the Constitution shall be presented to the ASB Executive Board and the Advisor in writing. It must then be presented to the members of ASB for discussion and majority vote; it will then be presented to the ASB to become a part of the Constitution. It must pass the student body by a two-thirds majority vote and be approved by the principal.



## **Bylaw 1 - Duties of the Advisor and Executive Officers**

**Advisor:** During the ASB meeting, the advisor/principal shall refrain from being involved unless asked by the Executive Board. The advisor/principal has the authority to veto, item veto, pass without approval, or approve an issue brought to the ASB with probable cause.

\*All Executive Officers will be responsible for overseeing a class except for the Executive President. The Executive President will oversee all of the classes and will determine which class each Executive Officer will oversee. \*

### **President:**

- Responsible for running all ASB meetings.
- Responsible for knowing parliamentary procedure.
- Must be a liaison between students and faculty.
- Must fully understand school policy and how each is carried out.
- Acts as a student advisor during ASB meetings.
- Delegate tasks and oversees the completion of duties assigned to the officers of the Executive Board.
- Responsible for pre-school year meetings to plan orientations for the school year.
- Responsible for attending state and national leadership conferences.
- Must act in a manner consistent with the ideals and guidelines of MLHS and the community.
- Must attend any school board meeting in which they have relation to the high school and needs explanation for an event/ fundraiser.
- See that all the official acts of the ASB are carried out.
- The president shall have the ability to call any meeting when felt necessary. He/She has the ability to use any communications needed to contact these people through the use of yellow slips, bulletin, and intercom, after receiving permission through the advisor.
- The president shall act as a facilitator and help discuss and resolve any student or staff conflict that relates to ASB. The president shall have the authority to decide the outcome of an issue by approval, veto, or item veto (subject to council override *Article IV, Section 1*). This is subject to two-thirds majority override of the representative members present at meetings. (e.g. If only 30 officers and club representatives are present, 20 members would meet the override threshold.)
- If the president decides to veto or item veto an issue, he must justify the decision by filing a report stating the objections. It then must be filed in the ASB file for public knowledge.

### **Vice President:**

- Responsible for running ASB meetings when the President is not in attendance
- Responsible for running all ASB meetings when the President is not in attendance.
- Must have parliamentary procedure mastered.
- Responsible for planning school wide fundraisers to raise money for the ASB general fund.
- Record and file documentation for all class officer evaluations.
- Shall coordinate Class Officer Evaluations or workshops.
- Schedule events by assigning dates and working closely with the principal.
- Must act in a manner consistent with the ideals and guidelines of MLHS and community.
- Secondary Judicial member during ASB meetings. Executive Vice President and President have the authority to terminate the committee if they see fit. He/She is also responsible to see that each class is equally represented within a committee by having at least one representative from

each class in the committee, unless the committee is working a project specific to a certain class.

- This person must also maintain ties between Student Government and other clubs and organizations.
- Responsible for seeing that the members of the Executive Board refrain from making motions unless directly involved with the motion.
- Must teach and help others to carry out the guidelines of this Constitution.

**Justice:**

- Must act in a manner consistent with the ideals and guidelines of MLHS and community.
- He/She shall guide the ASB and the Executive Vice President through parliamentary procedure if needed.
- He/She shall also be known as the Committee Coordinator. A committee must be inactive, the Executive Justice and President have the authority to terminate the committee if they see fit. He/She is also responsible to see that each class is equally represented within a committee by having at least one representative from each class in the committee, unless the committee is working a project specific to a certain class.
- He/She also shall act as presiding power for a Student Justice System.
- The Executive Justice also much hold probation/removal from office proceedings if an Executive Board member violates a school policy, repeated fails to do his/her constitutional or other given duties and responsibilities, or violates a state or government law.

**Secretary:**

- Recording, typing, and distributing all minutes of ASB meetings.
- Minutes will be uploaded to a public Google Drive account for MLHS ASB.
- Obtaining, typing, filing, all evaluations of projects from ASB.
- Maintaining a complete alphabetical filing system of all documents, records, transcripts, and contracts related to ASB. Also included in this filing system should be all club/organization constitutions and the members of the current school.
- Receiving "new business" for ASB meetings and typing agenda.
- Publicizing all student ASB meetings, agendas, and publicizing the results.
- Taking role at each meeting and checking in guests at the ASB meetings.

**Treasurer:**

- Responsible for making cash boxes for activities such as games, dances, and fundraisers.
- Presenting monthly report of school finances to ASB.
- Working one period in the business office.
- Responsible for ASB funds associated with the business office.
- He/She has final say in all Executive fundraisers and has the right to veto any fundraiser they see unfit or unprofitable
- Responsible for organizing and heading homecoming week, especially the budget.
- Responsible for keeping track of profit loss forms, receipts, and all fundraising activities

## **Bylaw 1 - Duties of Class Officers**

### **President:**

- Must attend the ASB meetings as a voting member.
- Responsible for information that he/she may have to relay to the students in his/her class.
- Must be able to report to the faculty and the school board if need be.
- He/She is the one who makes a final decision on any class related activity (in case of a tie).
- He/She is responsible for conducting class meetings and also organizing them.
- Must understand all activities and policies and have the ability to answer any questions that are asked.
- Assigns special committees for projects.
- Must plan all activities and class functions that are approved.
- Responsible for overseeing the officers in his/her class to make certain each person is fulfilling his/her duties.

### **Vice President:**

- Must attend the Student Council meetings as a voting member.
- He/She is also in charge of the class committees that are formed.
- Takes over the President's office in case of absence.
- Assists the President with activities and functions.

### **Secretary/Historian:**

- Responsible for the minutes of the class minutes.
- Responsible for making the agenda for the class meetings.
- Keep records of the events and announcements of the class.
- Keep paperwork and memos in an orderly fashion.
- Responsible for building and updating the Communication Board and reporting back to their class.

### **Treasurer:**

- Responsible for the finances of the class.
- Will be one of the students verifying and counting money from any class fundraisers.

### **Public Relations:**

- Will produce all other promotional material including flyers, posters, electronic messaging, and TV graphics to promote class events.
- Will coordinate with class/ASB advisor to have specific messaging sent out electronically or place on school TVs.
- Will submit morning PA messages to the Executive

## **Bylaw 1 - Duties of Club/Organization Representatives**

Club/Organization Representatives Club/Organization Representatives would be responsible for attending ASB meetings as voting members and acting as a liaison between the ASB and their club or organization. (Note: If a club/organization representative was unable to attend an ASB meeting an alternate would be sent in his/her place. An officially chartered club may have a maximum of two voting members present at ASB meetings.

## **Bylaw 2 - Dances**

The Principal or Vice Principal must approve all dances. Inappropriate dancing or other inappropriate behaviors will result in removal from the dance and loss of future dance privileges.

The Executive Treasurer, Bookkeeper, and the advisor of the sponsoring club/group will review dance prices each year.

Whichever dance photographer is contracted to take pictures at school dances must be given proper notice of the scheduled function. It is beneficial to explain the theme and colors to them so that they can offer choices for the background. A DJ must also be scheduled ideally at least a month in advance.

### **Royalty is to be conducted in this manner:**

- A list of all students must be obtained.
- Each class then shall be given a copy or electronic ballot of the students in the class, and then vote on one male and one female they feel deserve royalty. A person may vote only once.
- The votes shall then be collected and tallied (or tabulated electronically) in the presence of a teacher, class advisor, or counselor.
- The committee must then meet with the chosen royalty to see if they are able to accept the honor. The results shall not be announced until each candidate is notified. If a candidate declines the offer, the next person with the highest nominations may fill the position.
- After a person has been chosen to be royalty, their name shall be taken off the royalty list until their senior year. After a person is chosen their senior year, again, their name is omitted until Prom. Each secretary/historian shall keep a record of each person in his class that has been royalty.

**Length:** The time of the dance shall be decided upon two weeks prior to the dance and shall be approved by the principal.

**Committees:** The committee of set up, clean up, publicity, royalty, photography, music, food, and tickets shall be established before each dance. (Note: publicity must advertise prices, theme, and date.)

**Dress:** The attire and sponsor of each dance are as follows:

- Homecoming: ASB – Semi Formal
- Sadie Hawkins: Cheerleaders – Casual
- Winter Ball: Senior Class – Semi-Formal
- Prom: Junior Class – Formal

*Note:* If the dress of the dance is not agreeable with the sponsor, they have the authority to change the attire of the dance. But it must be passed through the Student Council prior to the dance.

**Funding:** Either class or club must appropriate the money for decorations.

**Non-Traditional Dances:** Must be approved by the administration, be passed through ASB and have a date approved by the Executive Vice President.

**Miscellaneous:** At each dance, chaperones must be present. Custodians must also be notified concerning the dance by the committee chairperson.

### **Bylaw 3 - Funding**

**Funding:** A master list of all fundraisers should be kept to avoid confusion of other fundraisers going on at the same time. The Executive Treasurer should update the list as often as possible. If one fundraiser has been scheduled another fundraiser of the same type targeting the same buying may not be scheduled unless it is scheduled one week prior or one week after the original fundraiser

The ASB funding shall be defined as "direct deposit" of ASB funds into the account of a club, class, or organization. Before any fundraiser can be organized and executed, a project proposal must be completed and presented to ASB.

Any funding received from school-wide fundraisers shall have a pre-arranged amount or percentage deposited directly into the account of each class. This direct amount shall not be considered as ASB funding, but as payment for the hard work and dedication it takes to organize a fundraiser.

Any fundraiser that is jointly organized by two classes or clubs shall have the money split equally unless otherwise decided upon by the Executive Treasurer, President, and Treasurer of the club or class.

Any club or class may have a fundraiser only if they are not directly affecting the sales of another club, class, or organization. The fundraiser must also be approved by ASB.

***\*The WASBO financial rule book governs all ASB funds. \****

#### **Clubs:**

Each club may choose to have their own account so long as it is managed in a proper manner and have the books brought to the Executive Treasurer once a month. The designated Business Manager may answer any questions concerning club/organization funds.

Accounts must be established at the end of the year or one month prior to the start of the new school year. Each club shall follow all ASB guidelines and can only be ASB funded if the club has an ASB approved constitution.

Active clubs must be self-supporting. Clubs must also have an Executive Council, approved Constitution, and an Advisor. Clubs must submit a list of meeting dates, minutes, and agendas to the Executive Secretary for each and every meeting.

#### **Curricular Classes:**

May not have their own account with the exception of any class that has proper need and approval to have an existing account.

#### **ASB Card:**

An ASB card must be purchased to enable a person to be in office; be involved in a sport or attend any ASB activity at little or no charge. Any student unable to afford the cost of an ASB card may make monthly payments as arranged by the Executive Treasurer.

## **Bylaw 4 - Clubs and Organizations**

### **Starting a Club:**

- Must be chartered through the ASB. The founder of the club must fill out the charter form in order to be a part of ASB.
- Must submit an outline of requirements, duties, functions, and a copy of the constitution.
- Must be approved by the ASB, the Advisor of the organization, and the Activities Director.
- There must be 30 nominations in order for the club to be passed, along with the signature of one designated advisor.
- ASB may suspend any charter when the club/organization fails to fulfill the provisions of its charter.

### **Official Clubs and Organizations:**

ASB (General)

Book Talkers

#### **Appropriated Athletics:**

Baseball, Basketball, Cheerleading, Cross-Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track & Field, Volleyball, and Wrestling

Senior Class

Junior Class

Sophomore Class

Freshman Class

Future Farmers of America (FFA)

Family, Career and Community Leaders of America (FCCLA)

Key Club

Windborne Choir

Music (Instrumental)

ROTC

The Guild

Cardinal Connection

Future Business Leaders of America (FBLA)

Robotics

Cardinal Players

Knowledge Bowl

National Honor Society

Skills USA

Heath Sciences (HOSA)

### **Membership requirements concerning clubs/organizations:**

There are no GPA requirements of any club or organization, as they may set their own. Any active club member should have a paid ASB card. Other requirements may vary for each organization and club such as membership fees.

Note: Each club has their own requirements and focus. This information can be obtained by asking the advisor or reading the information booklet created by National Honor Society.

**Membership Requirements Concerning Sports:**

In order to participate in a sport, each of the following items must be completed or paid:

- Insurance
- Physical
- Emergency Health Info
- ASB Card
- Sports contract must be signed.
- Student athletes will maintain passing grades in all courses (passing grade is a "D").
- Exception: A student athlete may continue to participate if he/she has a cumulative 2.00 GPA or is maintaining a 2.00 GPA for the current grading period.