

**Galt High School**  
**ASB Constitution**

Article I – Name of the Organization

The name of the organization shall be the Associated Student Body (ASB) of Galt High School.

Article II - Objectives and Purpose.

This organization shall have as its objective and purpose the conduct of activities on behalf of the students of Galt High School as approved by the principal/school administrator/Activities Director and the governing board of the GJUHSD. These shall include:

- Provide a democratic forum in which students can address school issues that affect their lives.
- Maintain continual communication from students to faculty members and administrators as well as among the students within the school.
- Offer a year-long program of social functions and community involvement projects for students.
- Provide leadership training for students in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.

Article III – Organization and Membership

All registered students enrolled in Galt High School shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

Any registered student is eligible for election to the student council according to election procedures.

Article IV – Executive Board

The executive board shall consist of the following ASB officers:

- President
- Vice-President
- Treasurer
- Secretary
- Commissioner of Spirit
- Commissioner of Student Appreciation
- Commissioner of Staff Appreciation
- Commissioner of Athletics
- Commissioner of Academics

The executive board shall have all executive powers. The executive board members shall serve as acting and voting members of Galt High School Student Council.

Duties of the executive board members are outlined in the bylaws to the constitution.

The officer positions on the executive board shall be filled by a general election and slating of the ASB, held annually as described in the bylaws.

The Commissioners will be appointed by the ASB President with guidance from the ASB advisor.

No member of the executive board may hold more than one ASB office or class office.

Executive board members shall hold office for one school year.

#### Article 5 – Student Council

The legislative powers of the ASB shall be vested in the student council as delegated by the school administration.

All actions of the student council are subject to review and possible veto by the ASB advisor and principal/school administrator.

The student council shall consist of 25 voting members: the ASB executive board and the president, vice president, secretary, and treasurer of each of the four classes (freshman, sophomore, junior, and senior).

(Note: The student council voting member number may vary, per desire of ASB.)

The elected, voting members of the student council shall be chosen by election as described in the bylaws.

The term of office for members of the student council shall be one school year.

The principal/school administrator shall appoint a certificated staff member of the district to serve as advisor (Activities Director) to manage the club/student council and oversee its projects.

#### Article 6 – Amendments

Amendments to this constitution may originate:

- In student council
- By petition by 10 percent of the student body
- By ballot
- To represent the student council at all school and school district meetings where this representation is appropriate.

Amendments must be submitted in writing during a regular business meeting and must be posted for reading for 30 days.

Any amendments that do not pass with a two-thirds vote may not be reconsidered during the same school year.

#### Article 7 – Ratification

The student council shall ratify this constitution and any subsequent amendments through a two-thirds vote of the council.

## **Galt High School**

# **Associated Student Body Bylaws of the Constitution**

### Article I – Student Council

It shall be the duty and power of the student council to:

- Be the supreme legislative body of the Associated Student Body.
- Propose and pass legislation that is considered important to the student body.
- Establish the annual student body dues, also known as the price of an ASB Card that will allow students to attend ASB activities at a reduced cost.
- Establish a disciplinary board as the need arises.
- Spend ASB monies.
- Propose and pass amendments to the constitution and bylaws.

Each member of the student council shall be able to cast one vote in each voting situation.

### Article II – Executive Board

The ASB president shall have the following duties:

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Appoint all committee members and chairpersons.
- Serve as ex-officio member of all committees.
- Represent the student council at all school and school district meetings, community group meetings, and civic organization meetings where this representation is appropriate.
- Preside at all student body assemblies or authorize someone to do so in their place.
- Vote in student council only in cases where their vote would affect the result.
- Coordinate the interview, selection, and performance of committee chairpersons and task forces.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student council advisor on all planning.
- Participate in student council-sponsored activities.

The ASB vice president shall have the following duties:

- Work closely with the president
- Serve as the ASB president if the president becomes unable to fulfill their duties either temporarily or permanently.
- Serve as chairperson of the elections committee and supervise all student body elections.
- Coordinate the work of committees.

- Work with the president and treasurer to prepare the budget and calendar.
- Help the president prepare the meeting agenda.
- Lead the flag salute at all meetings, student body activities and assemblies, or authorize another member to do so in their place.

The ASB treasurer shall have the following duties:

- Maintain complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances and receipts and disbursements to date.
- Serve as chairperson of the finance committee, with the assistance of the student body bookkeeper and a district business staff member.
- Act as co-chair of the fundraising and community service standing committees.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- Authorize purchase orders/expenditure approvals prior to spending

The ASB secretary shall have the following duties:

- Prepare and distribute the agenda for meetings.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.
- Maintain accurate minutes of all meetings, including date and place, presiding officer, and business conducted.
- Prepare the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special event documentation.
- Produce a membership directory of the group.
- Report, answer and file all necessary correspondence.

The Commissioner of Spirit shall have the following duties:

- Coordinate and maintain the master calendar of all student body activities.
- Serve as chairperson of the spirit committee.

The Commissioner of Staff Appreciation shall have the following duties:

- Publicize the accomplishments of GHS Staff.
- Attend staff meetings as a liaison for the ASB.
- Issue news releases to the press, radio and television stations.

The Commissioner of Staff Appreciation shall have the following duties:

- Publicize the accomplishments of GHS Students.
- Attend student club meetings as a liaison for the ASB
- Issue news releases to the press, radio and television stations.

The Commissioner of Athletics shall have the following duties:

- Publicize all athletic events and the accomplishments of GHS student athletes.
- To organize and lead the student section (The Tribe) at major home games.
- To initiate and organize the intramural sports.

The Commissioner of Academics shall have the following duty:

- To serve as the representative to the district governing board.
- To coordinate the delivery of Honor Roll certificates.
- To organize and promote the Honor Roll through designated assemblies and events.

### Article III – Standing Committees

The ASB president and the ASB advisor shall appoint committee members and chairpersons to the following committees each year:

- The spirit committee
- The student appreciation committee
- The staff appreciation committee
- The athletics committee
- The academics committee
- Event sub-committees as required by the master calendar of ASB events

### Article IV – Succession

If the ASB president cannot fulfill his/her duties because of illness, physical disability or absence, the ASB vice president shall assume and carry out the duties of the president until the President becomes able to resume the duties of his/her office.

If the president is permanently unable to fulfill his/her duties, the ASB vice president becomes the ASB president.

After the vice president, succession to the presidency shall be appointed by the vote of the entire membership of the executive board.

Only ASB officers elected by the general student body shall succeed to the ASB presidency.

Upon the permanent disabilities of any ASB officer other than the president, the corresponding senior class officer shall assume the duties of that office.

Upon the permanent disability of any ASB commissioner, the ASB president shall appoint the opposition runner to that position, if available, until the end of the current semester, when an election may be held.

#### Article V – Elections and Qualifications for Office

The student council shall hold the annual election of student council officers on the campus of Galt High School. The voting shall take place during lunch, by secret ballot.

The student council shall hold the elections for class officers at the same time as the elections for the ASB officers.

Class officers will be selected through a general election. ASB officers will be selected through a general election of the top four candidates followed by a slating process.

The candidates for ASB officer and class officer must have a minimum overall grade point average of 2.5 and have satisfactory citizenship and attendance. Candidates must also have the endorsement of their counselor, one other faculty member, and at least ten of their prospective constituents.

Candidates for ASB office must have been enrolled in the ASB Leadership class for at least two semesters and be a junior or senior at the time of office.

Candidates for class office must be enrolled in an ASB or Ag Leadership class during the year of their term.

Each applicant for candidacy must submit an application to the ASB advisor. The application must include information on the student's academic record, school activities, and reasons for desiring to serve as a school officer.

The ASB advisor, current ASB officers, and two faculty members chosen by the ASB president shall serve on the slating committee. The slating committee will place the top four candidates into the ASB officer positions.

##### The Campaign:

- Students may use up to 50 stickers, flyers, buttons or other promotional items during the campaign.
- Candidates may place eight posters on the campus. The posters may not exceed two feet by two feet.
- The ASB advisor must approve the content of all posters, flyers, bumper stickers, buttons, and other campaign materials in advance.
- Supplies for posters and flyers will be provided by ASB if requested by a candidate.

##### Counting the Ballots:

- The ASB president and ASB advisor shall count the ballots on the same day as the election is held. No candidate for office may participate in counting the ballots.
- The ballots shall be counted twice and the results compared. A third count is required if the results of the first and second count are not within one percent of each other.

#### Article VI – Student Clubs

Each student club must prepare and approve a constitution before it can begin fundraising activities

or make expenditures of club funds.

Each student club must hold regular meetings of which minutes must be recorded and turned into the ASB quarterly.

A club will be probationary for two years, after which the club may nominate a prince and/or princess during Homecoming and the club advisor may receive adjunct points (per approval of the principal).

#### Article VII – Amendments

The student council, whenever it is necessary, shall propose amendments to the constitution. To make such amendments valid, two-thirds of the total student body must approve the proposed amendment in a general election.

#### Article VIII – Adoption

These bylaws may be adopted by a two-thirds vote of the student council, whereupon they shall go into effect immediately.

#### Article IX – Finances

The student council must approve all requests for expenditures of all student funds prior to any commitments.

Student clubs must have a positive balance in their club account before the student council may approve an expenditure.

All ASB checks require two signatures. The ASB advisor or the principal/school administrator may sign ASB checks. In addition, at least one district office administrator will be an approved signer.

#### Article X – Meeting Schedule

The student council shall meet at least once every month during the school year as called by the ASB president or the ASB advisor, unless the club decides by a two-thirds vote to forego this schedule for a particular time period.

Special meetings can be called by the president, the executive committee, the advisor, the principal, or by written request of at least ten (10) members. The purpose of the meeting shall be stated when called. Adequate notice is required for a special meeting to occur.

A quorum consists of two-thirds of the student council members, e.g., 17 members in the standard case of 25 on the council.

The ASB president shall conduct the student council meetings under Robert's Rules of Order.

All legally elected representatives and officers may vote.

Any member of the student body may attend and participate in discussions, but must have written permission from their teacher if they are missing a class.

#### Article XI – Homecoming Procedures

Each class and student club may nominate one prince and/or one princess to be eligible for Homecoming King and Queen.

The Homecoming King and Queen will be elected with a plurality vote during Homecoming Week.

Class royalty will be determined through a nomination and election process. These nominations and

votes will be held during lunch in the two weeks prior to Homecoming Week.

Class and club 12<sup>th</sup> grade members that have at least a 2.0 gpa and have been an active member for at least two years are eligible for nomination.

Clubs that wish to participate in the day and night parades must meet the following requirements:

Drive a car OR a theme related float (with exception to the Band and Color Guard).

Include a minimum of 10 participants in unifying clothing (either theme or club related). These participants may walk behind the royalty's car. The prince and/or princess are exempt from this uniform.

Present a banner with the group's identity (paper will be provided by ASB if needed).

Float regulations:

Each club or class may only spend \$300 out of their ASB account for their float.

Alumni Floats have no spending limit.

The float is not to exceed 25 feet in length.

Floats may consist of a truck and a trailer. No floats with double trailers are allowed.