

## **CONSTITUTION OF ASSOCIATED STUDENT BODY OF CLATSKANIE HIGH SCHOOL**

### **ARTICLE 1**

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

## **ARTICLE II – MEMBERSHIP**

**Section 1:** All students who are in good standing shall be considered members of this organization. To be considered in “good standing,” members must meet ALL of the following criteria:

- A. Enrolled at Clatskanie High School
- B. Current with Student Body Fees
- C. Not under suspension and/or expulsion

Students who are not in good standing will have their membership terminated, until reinstated by school authorities.

**Section 2:** The Associated Student Body shall be represented and governed by the ASB General Council and the ASB Executive Board.

## **ARTICLE III – ASB GENERAL COUNCIL**

**Section 1:** The purpose of the ASB General Council shall be to represent the student body to the faculty and community, while promoting the general welfare of the school.

**Section 2:** The ASB General Council includes the ASB Executive Council, Class Officers, students enrolled in Leadership, and an advisor from the faculty.

- i. For a student who is not an elected and/or appointed ASB or class officer to be considered for enrollment into Leadership, they must go through a process that will be dictated by the advisor.

**Section 3:** The behavioral and academic expectations and standards for members of the ASB General Council are a “step above” that of the standards extended to the general student body.

- i. If a student, as a member of the ASB General Council, earns below a 75% in the Leadership class for a grading period, the student will be subject to review by the ASB Executive Council and Advisor. The first instance will result in a warning. If the student does not earn a minimum of 75% in the grading period following the warning, the Executive Council and Advisor will have the option of removal from class. This process will be dictated by the Advisor.
- ii. If a student, as a member of the ASB General Council, receives any disciplinary action that impacts their status as a student in "good standing" for any amount of time, the student will be subject to review by the ASB Executive Council and Advisor. The first instance of a minor infraction will result in a warning. If a second infraction, and/or more serious offense is committed, the Executive Council and Advisor will have the option of removal from class.

## **ARTICLE IV- EXECUTIVE COUNCIL**

**Section 1:** The Executive Council shall consist of the ASB President, ASB Vice-President, ASB Business Manager, ASB Activities Director, ASB Publicity Officer, ASB Service Coordinator, ASB Technology Director, and the four Class Presidents.

**Section 2:** It shall be the duty of the Executive Council to authorize the expenditure of Student Body funds of fifty dollars or less, as well as expenditures needed upon short notice. If a request exceeds fifty dollars, both the Executive and the General Councils must approve it.

**Section 3:** The President, with majority consent of the Executive Council and Advisor, may appoint any other positions/officers deemed necessary for conducting the business of this organization.

**Section 4:** Vacancies that occur in offices, other than that of the ASB President, may be filled by a special election within four weeks of the retirement of that office, provided it occurs prior to the first semester. If a vacancy occurs after the first semester the ASB President, with consent from both the Executive Council and the appropriate faculty advisor, has the power to fill the office by appointment.

**Section 5:** ASB and Class Officers who are not in good standing, and/or fail to perform the duties demanded by their position or office, may be removed by a two-thirds majority vote of the Executive Council, or through disciplinary action by the Faculty Advisor and/or the Building Principal. The Executive Hearing Process (Appendix A) will be followed.

**Section 6:** All ASB and Class officers are to be held to the same standard and expectations as CHS athletes competing in sports with regards to drugs, alcohol, and other illegal activities. Those who choose to violate these rules will be subject to the same three-week suspension and evaluation as outlined in the handbook under the students code of conduct, and the drug, and alcohol, and tobacco prevention program. Incidents will also be reviewed following the Executive Council Hearing Process (Appendix A).

**Section 7:** The officers of this organization shall maintain an accumulative GPA of 2.50 or better, but must maintain a 3.0 GPA throughout their term. Officers who fail to maintain a GPA of 3.0 or better will be placed on academic probation. They will be given nine weeks (one school quarter) to earn back their good standing or they may face removal from their office and will be subject to review using the Executive Council Hearing Process (Appendix A).

**Section 8:** All actions of the Executive and General Council shall be subject to the rules, regulations, and policies of the Clatskanie School District. The Advisor and the Building Principal reserve the right to approve all Student Council activities.

**Section 9:** See "Appendix A"

## **ARTICLE V- ASSOCIATED STUDENT BODY OFFICERS**

**Section 1:** The elected officers of this organization shall be the President, Vice President, and the Activities Director. The appointed officers of this organization shall be the Business Manager, Publicity Officer, Service Coordinator, and Technology Director.

**Section 2:** It is the duty of the ASB President to preside over all meetings of this organization, Executive Council, and perform other activities as assigned by the advisor. The President will also be responsible for ensuring that this organization reports activities and accomplishments to the Clatskanie School Board during regular, monthly meetings.

**Section 3:** It shall be the duty of the ASB Vice-President to assist and act in the capacity of President if the President is absent or relieved of duties. The Vice-President is in charge of overseeing Homecoming Week, and other duties as assigned by the advisor.

**Section 4:** It shall be the duty of the ASB Business Manager to take detailed minutes of all meetings, maintain records of all club charter paperwork, help prepare and approve organization budgets, approve expenditures, and oversee the operations of the "Student Store." They shall perform all duties as assigned by the advisor.

**Section 5:** It shall be the duty of the ASB Activities Director to oversee, and assist in all activities aimed at increasing and promoting school spirit and engagement. They shall perform all duties as assigned by the advisor.

**Section 6:** It shall be the duty of the ASB Publicity Officer to see that all activities of the organization receive the proper publicity and press, as well as maintain all social media accounts associated with Clatskanie High School ASB. They shall perform all duties as assigned by the advisor.

**Section 7:** It shall be the duty of the ASB Service Coordinator to oversee and assist in all activities aimed at providing service to the school, community, and/or society at-large. Duties include, but are not limited to overseeing the planning, preparation, and execution of Doernbecher Week, "Wishes," and "marking" activities. The Service Coordinator shall perform all duties as assigned by the advisor.

**Section 8:** It shall be the duty of the ASB Technology Director to oversee and coordinate all media and technology needs of the organization. The Technology Director shall perform all duties as assigned by the advisor.

## **ARTICLE VI – CLASS OFFICERS**

**Section 1:** It is the duty of the Class President to attend all meetings, participate in all Executive Council activities, projects, and act as a liaison between the Executive Council and their respective classes.

**Section 2:** It is the duty of the Class Vice-President to assist the President and act in the capacity of President if he/she is absent or relieved of duties.

**Section 3:** It is the duty of the Class Secretary to take detailed minutes of all class meetings and attend all class events.

**Section 4:** It is the duty of the Class Treasure to inform the class of the financial status of their class and attend all class meetings and events.

**Section 5:** It shall be the collective duty of each set of class officers to organize and execute a minimum of one (1) fundraiser within the school year.

## **ARTICLE VII- MEETINGS**

**Section 1:** Meetings of the General Council shall be held at least once a month, or upon request of the President with the approval of the Faculty Advisor and/or Building Principal.

**Section 2:** A quorum of one-half plus one must be present in order for General Council business to be conducted.

**Section 3:** Robert's Rules of Order shall govern all meetings and not conflict with rules established within this constitution.

**Section 4:** A majority vote is required to pass any measure.

**Section 5:** A student who is in good standing can, upon request, be placed on the agenda for the next General Council meeting.

**Section 6:** Meeting minutes will be reported and available to the staff.

## **Article VIII- Budget and Purchasing Process**

**Section 1:** At the first General Council meeting all the major functions of the year are reviewed, along with the expenditures from last year. Based upon the previous year's budget, the current funds available and the goals for the current year, proposed expenditures are then made and voted upon. These expenditures may be amended if needed by the same process.

**Section 2:** When an expenditure motion is passed, students will use the student body fund withdrawal form and either:

Get a purchase order, fill-it-out, get all the appropriate signatures, and turn it into the office for advanced purchases.

OR

Get a Student Funds Withdrawal Form, fill-it-out, get all the appropriate signatures, purchase the items, attach the receipt(s), and turn into the office for reimbursement.

**Section 3:** Each individual class shall also use this procedure for creating class budgets and purchases.



## **Article IX- Clubs**

The constitution and *organized events* of all organizations shall be presented to the Executive Council in an effort to coordinate activities so they do not conflict with one another.

## **ARTICLE X- ELECTIONS**

**Section 1:** Official ballots, with approved candidates, will be provided to the student body during the month of February. Those elected officers shall assume their duties at the end of the second semester.

- i. The ASB President and Vice-President must have earned eight course credits or more from any high school, as well as had one (1) year of experience in Leadership, in order to assume the duties of these offices.

**Section 2:** Any person wishing to run for an elected ASB office must secure the signatures of thirty-five (35) student body members of good standing. Any person wishing to run for Class President must secure the signatures of fifteen (15) student body members of good standing from the respective class. The Candidate must meet all the requirements of the office for which they intend to run. Write-in candidates are permissible only if they meet the qualifications of the office that they intend to seek.

**Section 3:** The nominations and elections shall be controlled by the Executive Council.

**Section 4:** In order to be eligible to vote in a student body election, students must be in good standing, with exceptions being made for unpaid ASB fees.

## **Article XI: DANCE PROTOCOL**

### **Section 1: Budgeting**

The dance committee must first propose a budget for the DJ, decorations, any necessary expenses including: venue, crowns, flowers, photographers, and refreshments. This budget must be approved by class officers and an advisor.

### **Section 2: Counting Court Ballots**

Former court members and/or Leadership members who are not on the ballot are eligible to count the ballots. An advisor must be present.

### **Section 3: Dance Chaperones**

There must be a total of four (4) chaperones for each dance including one (1) school administrator and at least one (1) staff member (in addition to the administrator). Any chaperones not employed by the school district must have the appropriate and up-to-date background check and paperwork on file with the District Office.

### **Section 4: Court Eligibility**

With the exception of Prom, an individual is only eligible to be elected to a single court. Additionally, all Foreign Exchange students shall be granted the same eligibility as any other student body member.

### **Section 5: Dance Assignments**

The following is a traditional list of dances and the organizations responsible for hosting each. With the exception of Homecoming, alterations may be made at the discretion of the individual organizations and the advisors:

- i. Homecoming: hosted by Leadership
- ii. TOLO or Sadie Hawkins: hosted by the Freshmen Class
- iii. Winter Ball: hosted by the Senior Class
- iv. Sweetheart's Ball: hosted by the Sophomore Class
- v. Prom: hosted by the Junior Class

## **ARTICLE XII- AMENDMENTS**

Amendments to this Constitution may be made by having the proposed amendment typewritten and submitted to the Executive Council for discussion/suggestion. The Executive Council is then obligated to post said amendment where it can be easily accessed by all student body members for a period of five (5) school days, in order to provide the opportunity for input. The amendment must then be brought before the General Council and voted using an official ballot. A majority of the votes cast by members of the General Council, in good standing, shall be necessary for the adoption of said amendment.

## **ASB EXECUTIVE COUNCIL HEARING PROCEDURES**

**Article IV, Section 9:** In order to uphold the academic integrity and elevated behavior/performance standards of the Clatskanie High School Student Council Association and to ensure students' rights to due process, Executive Council Hearings shall take place in matters of academic probation, removal from office, and complaints concerning council proceedings or member actions.

- i. The Hearing Board will consist of the ASB Executives and may, or may not, include the ASB Advisor.
- ii. Hearing requests and/or notifications will be provided, in writing, to the appropriate parties a minimum of two (2) days prior to the hearing, or a maximum of five (5) school days following an incident of complaint. The written communication should clearly outline the reason for the hearing.
- iii. The hearing procedures will adhere to the following guidelines:
  - a. A minimum of five (5) ASB Executives must be present to constitute a quorum.
  - b. The ASB President shall conduct a reading of the reason for the hearing.
  - c. The plaintiff or defendant shall have a total of five (5) minutes to plead his/her case to the council.
  - d. The council will be allowed ten (10) minutes to ask questions of the plaintiff or defendant, and receive his/her answers.
  - e. In the event that witnesses relevant to the hearing are present, the council will be allowed ten (10) minutes, per witness, to ask questions and receive answers.
  - f. The council will dismiss the plaintiff or defendant, and any witnesses present, to deliberate and reach a decision. Decisions will be confirmed with a supermajority vote of the council in attendance.<sup>1</sup>
  - g. Decisions will be delivered to the plaintiff or defendant, in writing, no more than five (5) school days after the hearing.
  - h. Appeals to ASB Executive Council Hearing results may be made to the building principal, in writing, no more than five (5) school days after notification of a decision.

<sup>1</sup>In the event that a decision cannot be reached by a supermajority vote. The matter will be taken to the building principal for a resolution.